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Wayland Free Public Library

— Trustees' Records —

Jan. 1918 to

(The meetings of the Trustees for January and February 1918 were not held, owing to cessation of street car service made necessary by war conditions.) Alfred Cutting Clerk.

March 13, 1918

Trustees met at library. Present Messrs. Hadley Shaw Ames and Cutting. Minutes of last meeting were read and approved.

Voted That the organization of last year be continued for the ensuing year, viz:-

Chairman, Amos D. Hadley
Secretary Alfred W. Cutting
House Committee, Main Library
Alfred W. Cutting
House Committee, Co-chituate Branch
John Connelly
Book purchasing Comittee
Amos D. Hadley
Francis Shaw

John Connelly

Librarian — Margaret E. Wheeler

Asist " — Gertrude D. Bishop

Janitor, main library — J. C. Vincent

Janitor, Schituate branch — Marcus Fiske

Voted That the salaries paid last year be continued viz

Librarian	$400.
Assistant Librarian	250.
Janitor, main library	240.
" Schituate branch	1. per week, and 62 cents per week for transportation of books.

Voted That Mr. Connelly be authorized to buy books for the Schituate branch to the extent of $50.

Adjourned Attest

Wm. Cutting

clerk

April 10, 1918

Trustees met at Library. Present Messrs. Hadley Connelly Gerald Shaw Ames and Cutting. Minutes of last meeting were read and approved.

Voted That the treasurer of the library funds invest the following funds in U. S. 4 1/4 Gold bonds (Liberty Loan) due 1928.

Lydia Maria Child fund 100.
Cynthia C. Roby " 200.

The house committees were directed to execute the papers required by the U. S. Fuel Administration, to secure coal for the winter of 1918-19.

Adjourned Attest

A. W. Cutting
Clerk

May 8, 1918

Trustees met at library. Present Messrs. Hadley Shaw Ames and Cutting. Minutes of last meeting were read and approved.

Voted That Mr. Cutting obtain an estimate of the cost of driving a well and installing an electric pump and pressure tank in the basement of the library building.

Adjourned Attest O.W. Cutting clerk.

June 12, 1918

Trustees met at Library. Full board present. Minutes of last meeting were read and approved. Mr. Cutting read a letter from Chas. J. Jager Co. giving estimates for water supply at library building. No action was taken.

Voted That Mr. Connelly renew the

present list of periodicals for the Co Chilmark reading room.

Voted That the secretary notify the selectmen of the town that in the opinion of the trustees, the town should consult counsel with a view to taking title to the real estate bequeathed the town, for the benefit of the library, by the late Mrs. Abbie M. Heard; the conditions of the life tenantry of her niece, Mrs. Abby M. Farwell, namely, that the property be kept in repair, having been violated.

Adjourned Attest A.W. Cutting Clerk.

Sept. 12, 1918.

At a meeting of the Trustees of the Wayland Library held last night, the following votes were passed:

Voted: That the donation of "American Bibliography" (by Charles Evans) by Mr. Francis Shaw be accepted with thanks and duly acknowledged by the clerk.

Voted: That the donation of "The Twenty-Four" (by Geo. Fitch) by the Misses Loring be accepted with thanks and acknowledged by the clerk."

(Richard Ames) Sec. pro tem

Owing to the prevalence of Spanish influenza epidemic, the library and branch were closed for three weeks in Sept. + Oct. by order of the Board of Health and the October meeting of the trustees was not held.

Nov. 11, 1918.

Trustees met at library. Present Messrs. Hadley Connelly Ames Shaw and Gerald.

No business came before the meeting.

W.R. Cutting Clerk

Dec. 11, 1918.

Trustees met at library. Full Board present. No business was transacted.

W.R. Cutting Clerk

Jan. 8. 1919

Trustees met at library. Present Messrs. Hadley Shaw Ames and Cutting. Minutes of last meeting were read and approved. The annual report to the town was considered and signed. A report of the Cochituate branch covering the past year was received and is hereto annexed.

The Trustees as local war library Council of the National organization reported that during the last year 454 volumes, contributed for the purpose, have been sent to the Widener Library at Cambridge for distribution among the camps and hospitals of the army and navy, and that 3 boxes of magazines have been sent to the Sailor's Haven at Charlestown. Also 1 box of the same has been sent to the Lend a Hand Society for distribution in the South.

Adjourned. Attest

Wm. Cutting
Clerk

Feb. 12. 1919.

Trustees met at library at 7.45 p.m. Full board present, viz -

Francis Shaw	Term expires	1920
Alfred V. Cutting	"	1920
John Connelly	"	1921
Amos F. Hadley	"	1921
Lester R. Gerald	"	1922
Richard Ames	"	1922

Minutes of last meeting were read and approved.

Voted The organization of last year as per vote of March 13 1918, with the exception of the janitor of the main library, to be continued for the ensuing year.

Voted That the salary of the librarian be $500. for the ensuing year, and

that of the Assistant librarian at the Cochituate branch $300.

Voted That Messrs. Shaw and Cutting be made a committee to procure a janitor for the main library.

Voted That the salary of the janitor of the Cochituate branch be the same as last year.

Adjourned Attest

Wm. Cutting
clerk

March 12, 1919

Trustees met at library. Full board present. Minutes of last meeting were read and approved.

Messrs. Shaw and Cutting, as committee to secure new janitor, reported having engaged Thomas Metcalf, at a salary of $25 per month.

Voted That this action be approved.

A communication from the Free Public Library Commission was read, announcing the possible ending of this commission by the state authorities, and suggesting that a protest be filed by this library on a form provided.

Voted The the chairman and librarian sign and forward this form as requested.

Adjourned Attest A.W. Cutting
Clerk

April 9, 1919

Trustees met at Library. Present Messrs. Shaw Hadley Connelly Ames and Gerald. No business was transacted. Attest A.W. Cutting clerk

May 14, 1919

Trustees met at Library informally. No business was transacted.

A.W. Cutting
Clerk

June 11, 1919

Trustees met at library at 7.45 p.m. Full board present. Minutes of last meeting were read.

Voted That the librarian be empowered to secure the services of Miss. Wenzel as assistant when necessary, such assistance to be of a temporary nature.

A communication was received from Miss Helen Mary Heizer offering a box of some fifty volumes to the library.

Voted That the secretary reply to Miss Heizer, accepting the gift with the condition that only such books as may be of value to the library shall be retained, the balance to be disposed of as the Trustees shall see fit.

Adjourned Attest Alex. Cutting
clerk.

Sept. 10. 1919

Trustees met at Library. Present Messrs. Hadley, Connelly, Gerald and Cutting. Minutes of last meeting were read and approved.

A framed photograph of the Wayland Soldiers and Sailors of the World War present at the "Welcome Home" celebration July 4. 1919, was received from the Committee of the day.

Voted That this picture be accepted, and hung in the library.

Adjourned attest

O.W. Cutting
Clerk

Oct. 9. 1919

Trustees met at library. Present Messrs. Hadley. Shaw. Ames and Cutting. Minutes of last meeting were read and approved.

A medal, such as were presented to the Wayland soldiers and sailors of the World War at the "Welcome Home" celebration on July 4. 1919, the town "Service Flag", and a flag presented to the town signifying that Wayland exceeded its allotment in each of the five "Liberty Loan" drives of the war, were received from the Selectmen and Welcome Home Day Committee.

Voted That these mementos be accepted, and carefully preserved.

Voted That Mr. Cutting as House Committee, procure new curtains for the library window when necessary.

Adjourned After Mrs. Cutting
clubs.

Nov. 12. 1919

Trustees met at library. Full board present. Minutes of last meeting were read and approved. Reports were received from the librarians of the annual examination made in October. Six volumes were reported missing in the main library and five in the branch. Some twenty seven volumes in the branch were reported as worn out, requiring either replacing or rebinding.

A gift of five volumes of fiction was received from Mrs. Wm. White.

Voted That this gift be accepted and acknowledged with thanks.

A meeting of the Newton Group of Librarians was held in our Library Oct. 29. thirty seven being present. Papers were read and a lunch served.

Adjourned Attest A.P. Cutting, Clerk.

Dec. 10, 1919

Trustees met at library at 7:45 p.m. Present Messrs. Hadley, Connelly, Mrs. Shaw and Cutting. Minutes of last meeting were read and approved.

An offer was received, through Mrs. Theodore V. Bamett, from Mrs. Royal Whitman, of a set of "Chambers' Encyclopaedia" and "Cyclopaedia of Literature."

Voted That the Secretary express the thanks of the trustees to Mrs. Bamett for this offer, and to state that the set of Chambers Encyclopaedia would be of no value to the library, but that they would be glad to receive the "Cyclopaedia of Literature."

Voted That the Secretary write to the Charles J. Jagn Co. referring to a letter written by them to the trustees Nov. 15, 1918 giving an estimate for installing a water supply in the library building, and request them

to give a new estimate as of date.

On receipt of these figures the ~~town~~ chairman was authorized to use his discretion in inserting an article in the warrant for the next town meeting, asking for an appropriation for the installation of a water supply in the library.

Adjourned Attest Wm. Cutting
clerk.

Jan. 14. 1920.

Trustees met at library. Present Messrs. Hadley Shaw Connelly Ames and Cutting. Minutes of last meeting were read and approved.

Voted That the chairman cause the following articles to be put in the warrant for the February town meeting. (The annual town meeting.) -

"To see if the town will appropriate and assess a sum not exceeding $500. to install a water supply in the library building, or do or act."

"To see if the town will authorize the trustees of the Public Library to choose annually from its own members a Treasurer."

One volume "Memories and Anecdotes" by Kate Sanborn, was received as a gift from Mr. W. B. Henderson, and one volume "The Life of Gen. Ely S. Parker" from Mrs. Talmadge Van Rensselaer."

Voted That these gifts be accepted and acknowledged by the Secretary.

The annual report of the trustees to the town was read and signed.

Adjourned Attest

Alb. Cutting
Clerk

Feb. 11, 1920

Trustees met at library at 7.45 p.m. Present Messrs. Hadley Shaw Ames and Cutting. Minutes of last meeting were read and approved.

Voted That the organization of last year be continued, viz -

Chairman, Amos D. Hadley
Clerk, Wm. Cutting
House Committee Main Library
Wm. Cutting
House Committee Co. Institute
John Connelly
Book purchasing Committee
A. D. Hadley
Francis Shaw
John Connelly
Librarian, Main Library
Margaret E. Wheeler
Salary $500.
Librarian, Co. Institute Branch
Gertrude D. Bishop
Salary $300.

Janitor, Main Library
Thomas Metcalf
Wages $25 per month

Janitor, Cochituate Br.
Marcus Fiske
Wages $1 per week and 62 cents per week
for transportation.

Trustees for 1920.

Amos D. Hadley	Term expires	1921
John Connolly	" "	1921
Lester R. Gerald	" "	1922
Richard Ames	" "	1922
Francis Shaw	" "	1923
A. W. Cutting	" "	1923

Voted That the librarian be authorized to employ Mrs. Wentzel as assistant, when necessary.

Adjourned Attest Arv. Cutting
Clerk

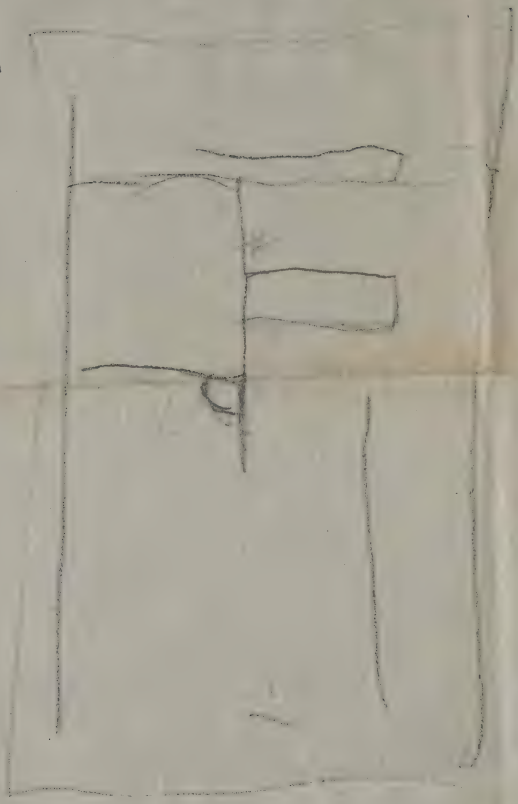
Drop bookcases at both windows
Change shades ✓
Remove the bench
Valences made for all windows

Remove table under back window
Bookshelves put under window
Have charging desk cut in half -
Move desk over
Cut off railing
Get new screen
Make bookcases for alcove
small table with 2 benches for children.
Fix shelves under charging desk
Move Mr. Valentines cleaning equipment
Remove the birds

Linoleum
Plotter

Place for maps

Cochituate Branch



No meeting held in March.

April 14. 1920

Trustees met at library at usual hour - Present Messrs. Connelly Shaw Ames Hadley and Cutting. Minutes of last meeting were read and approved.

Voted That Mr. Cutting cause a water supply to be installed in the library building, consisting of a driven well, with electric pump and air compression tank, following specifications and figures submitted by the Charles J. Jager Company.

Voted That the trustees assume expense of maintenance of telephone in the library building.

Voted That the salary of the librarian be made $600 - per annum, dating from April 1. 1920 and that the salary of the assistant librarian in charge of the Cochituate branch be made

$350. per annum, to date from April 1, 1920.

Voted That the library (main) hours hereafter be from two o'clock p.m. to nine p.m. on Mondays, Wednesdays and Saturdays.

The gift of two volumes "Correspondence of William Shirley" was received from Mrs. T. W. Bennett.

Voted That this gift be accepted and acknowledged with the thanks of the trustees.

A printed list of the new books of the past year has been prepared and mailed to every family in the town by one of the trustees, acting individually.

Adjourned Attest A.D. Cutting
Clerk

May 12. 1920.

Trustees met at library at 7:45 p.m. Full board present. Minutes of last meeting were read and approved.

Mr. Cutting reported progress in the matter of water supply, a well having been driven 30 feet and an abundant supply obtained.

No business came before the meeting.

Adjourned Attest Alice Cutting
Clerk.

Oct. 13, 1920

Trustees met at library. Present Messrs. Shaw, Hadley, Connelly and Cutting.

It was reported that $50 had been subscribed in answer to the appeal of the American Library Association.

The annual inspection was ordered.

Voted That the town appropriation for the present year be divided as follows

Main Library	1,150.
Cochituate	850.
	$2,000.

Adjourned Attest

A W Cutting
Clerk

Dec. 9. 1920

Trustees met at library at 7:45 p.m. Present Messrs. Hadley Connelly Shaw Ames and Cutting. Minutes of last meeting were read and approved.

Voted That a gift of five volumes of the works of Edmund H. Sears D.D. from Mrs. Reuben Willis be accepted and acknowledged.

Voted That all books in the "Wayland Alcove" be withdrawn from circulation

Adjourned Attest Mrs. Cutting
Clerk

Jan. 12. 1921

Trustees met at library. Full board present. A general discussion of library matters, but no action taken.

Adjourned Attest Mrs. Cutting
Clerk.

Feb. 9, 1921.

Trustees met at library at 7.45 p.m. Full board present. Minutes of last meeting were read.

Voted That a gift of 17 volumes from Mrs. Courtney Crocker be accepted and acknowledged with thanks.

After genral discussion, in view of the increasing prices of everything, it was informally decided to ask the town for an appropriation of $2,500. for the ensuing year.

Adjourned Attest A.D. Cutting
Clerk

March 16. 192.

Trustees met at library at 7.45 p.m. Present, full board. On motion of Mr. Gerald it was

Voted That the organization of last year be continued.

Voted That Mr. Shaw be treasurer of library funds.

Mr. Hadley reported a town appropriation for support of the library for the present year of $2.500 having been secured.

Mr. Shaw reported having sent a quantity of old magazines to the Lend a Hand club and read a letter of thanks from them.

Voted That Mr. Shaw dispose of several duplicate sets of old encyclopaedias now in the library.

Adjourned Attest

Alto. Cutting
clerk.

The Trustees of the Wayland Library met in the Library on Wednesday, April 13, 1921.

Present: Dr. Hadley, and Mesm. Shaw, Connolly Gerald and Amee.

No business transacted.

Adjourned.

Richard Shaw,
Clerk pro tem.

May 11, 1921

Trustees met at library at 7.45 p.m. Full board present. No business was transacted.

Adjourned Attest

Chas. Bullfinch
Clerk.

June 8, 1921

Trustees met at library in evening. Full board present. No business was transacted.

It was suggested that unless specially necessary, no meetings be held until October.

Adjourned Attest A.D. Cutting
Clerk

Oct 10, 1921

Trustees met at library. Present Messrs. Hadley Shaw Ames & Cutting. No business transacted.

Adjourned Attest A.D. Cutting
Clerk

Nov. 9. 1921

Meeting called. No quorum present on account of ice storm.

Geo. Cutting Clerk

Meeting of Library Trustees – December 14, 1921

Present: Messrs. Hadley, Shaw, Connolly, Gerald and Ames.

The Treasurer reported that the sum of $3025.40 had been received from the Abbie Heard fund.

Voted: that the investment of this money be left to the Treasurer.

Voted: to acknowledge with thanks the gift by Edmund H. Sears of "The Restorabilities of the League" by Eustace Perry.

Richard Ames, Clerk pro tem.

Jan. 11. 1922

Meeting called. Owing to snow storm, no meeting was held.

Alb. Cutting. Clerk

Jan. 18. 1922

Trustees met at library at 7.45 P.m. Present Messrs Hadley Gerald Chas Shaw and Cutting. Minutes of last meeting were read and approved.

Voted That the librarians salary be made $1000., the assistant librarians $600. and the janitor of the branch be paid $2. per week for the ensuing fiscal year, beginning March 1. 1922.

The Chairman was requested to appear before the town Finance Committee at a meeting to be held Jan. 20. and ask for an appropriation of $3300. for the coming year.

Adjourned attest Alb. Cutting Clerk

Feb. 8. 1922

Trustees met at Library. Present Messrs. Hadley, Shaw Ames and Cutting. The minutes of last meeting were read.

Mr. Shaw suggested that the following addition be made to the vote of last meeting concerning increase of salary to librarians.

Vote That in view of increased salary, Miss Wheeler, librarian, is expected to give twenty eight hours a week to library work, and to be willing to increase this to thirty five hours, if necessary, in the future.

A draft of the annual report of the trustees to the town was read by the clerk and approved by the trustees present.

Adjourned attest Alice Cutting clerk

March 15. 1922

Trustees met at library at 7.45 p.m. Present full board. Minutes of last meeting were read and accepted.

Voted

On motion of Mr. Gerald it was That the organization of last year be continued, viz -

Chairman — Amos D. Hadley.
Clerk — Alfred W. Cutting
House Committee, main library — Alfred W. Cutting
House Committee of Chilmark branch. — John Connelly
Book purchasing Committee — Amos D. Hadley, Francis Shaw, John Connelly
Librarian, main library — Margaret E. Wheeler
Salary $1,000. per annum.
Librarian, Chilmark branch — Gertrude D. Bishop
Salary $600. per annum

Janitor, Main library
Thomas Metcalf
Wages $25 per month.
Janitor, Cochituate branch
Marcus Fiske
Wages $2. per week and 62 cents per week for transportation.

Board of Trustees for 1922.

Francis Shaw	Term expires	1923
Alfred W. Cutting	" "	1923
Amos J. Hadley	" "	1924
John Connelly	" "	1924
Lester R. Gerald	" "	1925
Richard Ames	" "	1925

Voted That Mr. Francis Shaw be Treasurer of Library Funds.

Adjourned attest A.W. Cutting
Clerk.

April 12. 1922

Trustees met at library at 7.45 in the evening. Present Messrs. Hadley Connelly Ames Shaw and Cutting. The minutes of the last meeting were read and accepted.

Voted That the librarian be authorized to employ Mrs. Wentzel as assistant when necessary.

Voted That the treasurer of the library funds invest the legacy of the late Jonathan Maynard Parmenter, $10,000. recently paid, in U. S. Government 4¼% Liberty Loan bonds

Voted That the treasurer of the library funds be bonded at the expense of the town, in the sum of $5,000. and that the chairman be made a committee to execute this vote.

Voted That the treasurer of the library hire a box in the Union Safe Deposit Vaults, at an annual

rental of $10. in which to keep the securities of the library funds.

Voted That Francis Shaw, Treasurer, and Amos S. Hadley, Chairman, shall have the right of access to the safe in the vaults of the Union Safe Deposit Vaults standing in the name of the Trustees of the Wayland Free Public Library.

Adjourned Attest Chas. D. Cutting, Clerk

Meeting of May 10, 1922

The Trustees of the Wayland Public Library met in the Library on May 10, 1922 at 7.45 P.M.

Present: Dr. Hadley and Messrs. Shaw, Cromwell and Ames.

Voted: to approve and adopt the plan of the Board of Free Public Library Commissioners in regard to summer reading by the school children.

Voted: that the gift from Nathan H. Brown of the "Atlas of New York" be accepted with thanks.

Richard Ames
Acting Clerk

June 14, 1922.

Trustees met at library at 7:45 p.m. Present Messrs. Hadley, Ames Shaw Connolly and Cutting. Minutes of last meeting were read and approved.

Voted That the Secretary prepare and have printed a form for the acknowledgment of gifts to the library.

In view of the possible sale of land adjoining the library lot, it was suggested that Mr. Cutting confer with the present owner, and suggest a rectification of the boundary lines.

It was suggested that unless specially necessary, no meetings of the Trustees be held until Oct.

Adjourned

Alice Cutting
Clerk.

Oct. 11, 1922

Trustees met at library at 7:45 p.m. Present Messrs. Connelly Shaw Ames Hadley and Cutting. Minutes of last meeting were read and approved.

Voted That the gifts of a miscellaneous lot of books from the Misses Loring; and of a set of the works of Honoré de Balzac and Edgar Allen Poe from Miss L. Anna Dudley be accepted and acknowledged by the secretary.

Voted That Mr. Cutting be appointed a committee to solicit, in the name of the trustees, the sum of $1,500. for the purchase of land adjoining the library lot on the northerly side, to enlarge the lot on that side.

Adjourned Attest Alys. Cutting
Clerk.

Barn
Yard
80'
S.B
132' About
152.
About 150'
About 13500.
Arc = 163'
LIBRARY
ORIGINAL LOT
87.60
248
80'
S.B
CONCORD ROAD
Foley
LIBRARY LANE
Blue line = Present boundaries
Red " = Proposed "

Nov. 8, 1922

Trustees met at library at 7.45 p.m. Full board present. The minutes of last meeting were read and approved.

Mr. Cutting, as committee to solicit funds for purchase of land adjoining the library lot, to enlarge the library grounds, reported subscriptions to the amount of $1200.00 having been received by him, with guarantees from two persons for any balance of the $1500.00 required, unsubscribed. Upon motion of Mr. Connelly and seconded by Mr. Shaw, it was

oted That Dr. Amos J. Hadley and Mr. Alfred W. Cutting be requested to purchase and take title as individuals, to the land adjoining the present library lot, on the north and east, now owned by the estate of Mary A. (Roby) Brackett, and indicated by a sketch plan filed herewith as a part of these records; for the sum of $1500; ~~which~~ when this sum ~~has~~ shall have been subscribed and paid in to the trustees by various

individuals for this purpose. Said Hadley and Cutting to hold this property as ad interim owners, until its acceptance as a gift by the town of Wayland, to whom they shall then execute a deed.

Voted That the present list of periodicals be re-subscribed for.

A report was received from the librarian of a meeting of the Newton Library Group at the library Wed. Oct. 25, at which 52 were present and an address delivered by Mr. Charles F. D. Belden, librarian of the Boston Public Library, followed by a collation.

Adjourned Attest

Mrs. Cutting
clerk.

Dec. 13. 1922

Trustees met at library at 7.45 p.m. Present Messrs. Hadley Ames Connelly and Cutting. The minutes of last meeting were read and approved.

Mr. Cutting as committee to solicit subscriptions for enlarging the library lot, reported $1500. having been secured from the following subscribers:

J. Sidney Stone	25.00
Miriam P. Loring.	25.
Helen Loring	75.
Charles A. Phipps	100.
Walter B. Henderson	100.
Edwin F. Greene	100.
Albert H. Beck	250.
Wallace S. Draper	100.
Mrs. Theodore W. Bennett	25.
Edmund H. Sears	150.
Daniel Brackett	100.
Amos S. Hadley	50.
A.W. Cutting	50.
Hazen Clement	50.
Anonymous Donors	300.

Mr. Cutting, for self and Dr. Hadley reported that the land had been purchased and paid for, and that title was held by them as per vote of Nov. 8, 1922.

Adjourned Attest Arr. Cutting
clerk

Jan. 10, 1923

Meeting called, but deep snow obstructing the roads, no meeting was held.

Arr. Cutting
clerk.

Feb. 14, 1923

Meeting called, but deep snow and a gale prevented any meeting.

Arr. Cutting
clerk.

March 14, 1923

The trustees meeting, due today, was postponed for one week, owing to an adjourned Annual Town Meeting held tonight, postponed on account of severe storm rendering roads impassable.

March 21, 1923.

Trustees met at library at 7.45 p.m. Full board present. Minutes of last meeting were read and approved.

Voted — That the organization of last year be continued.

Voted — That Thomas Metcalf, janitor of main library, be paid $35. per month, beginning March 1.

Voted — That Marcus Fiske, janitor of Cochituate branch be paid $2. per week and cost of transportation of books.

Mr. Cutting reported that at the annual town meeting held March 14.

1923, the proffered gift of land to enlarge the library lot, held by Dr. Hadley and Mr. Cutting as ad interim owners, was formally accepted, accompanied by a rising vote of thanks to the subscribers, and that title had been passed to the town of Wayland by Amos S. Hadley, Martha P. Hadley, and Alfred W. Cutting, under date of March 20, 1923.

Voted That a gift of some forty volumes from Mr. Benjamin W. Peake be accepted and acknowledged.

Voted That the practice of binding periodicals, with the exception of "St. Nicholas", be discontinued.

Voted That the experiment be tried of placing a certain number of juvenile books in the grades school in Wayland Centre, for the use of the pupils.

Adjourned Attest Alf. W. Cutting
clerk.

April 11, 1923

Trustees met at library at 7.45 p. m. Present Messrs. Hadley Shaw Ames, Connelly and Cutting. Minutes of last meeting were read and approved.

Beyond the monthly approval of bills, no business came before the meeting.

Adjourned. Attest Wm. Cutting
Clerk

May 9, 1923.

Trustees met at library at 7.45 p. m. Present Messrs Hadley Connelly Shaw Ames and Cutting. Minutes of last meeting were read and approved.

Total

That the gift of one volume, "The Painted Tower," from Mr. Harry H. Holmes be accepted and acknowledged.

Adjourned Attest Wm. Cutting
Clerk

June 12, 1923

Trustees met at library at 7:45 p.m. Present Messrs. Hadley Shaw Connelly Ames and Cutting. Minutes of last meeting were read and approved.

The following suggestions were received from the librarian and taken under consideration:

1. That the annual calling in of books for "inspection," in October be discontinued as being unnecessary, expensive, and annoying to users of the library.

2. That the so-called "Children's Book Week" be observed in November, by a display of children's books and a children's party to be held in the library.

3. That the course of "summer reading" for school children prepared by the Mass. Free Library Commission be continued this

ensuing summer, with the presentation of the Commission's certificates for the completion of this course, possibly at the children's party before referred to.

3. That the deposits of books at the Grades schools, for use of pupils, be continued.

Adjourned Attest Alvs. Cutting
Clerk.

Oct. 10. 1923

Trustees met at library at 7.45 p.m. Present Messrs. Hadley Ames Connelly Shaw and Cutting. The minutes of last meeting were read and approved.

Voted That a gift of two volumes "Modern French Art" from Miss L. Anna Dudley be accepted and acknowledged by the clerk.

After discussion concerning

June 12. 1923

Trustees met at library at 7:45 p.m. Present Messrs. Hadley Shaw Connelly Ames and Cutting. Minutes of last meeting were read and approved.

The following suggestions were received from the librarian and taken under consideration:

1. That the annual calling in of books for "inspection," in October be discontinued as being unnecessary, expensive, and annoying to users of the library.

2. That the so-called "Children's Book-Week" be observed in November, by a display of children's books and a children's party to be held in the library.

3. That the course of "summer reading" for school children prepared by the Trustees of the Library Commissioners be continued this

ensuing summer, with the presentation of the Commission's certificates for the completion of this course, possibly at the children's party before referred to.

3. That the deposits of books at the Grades schools, for use of pupils, be continued.

Adjourned Attest Mrs. Cutting
Clerk.

Oct. 10. 1923

Trustees met at library at 7.45 p.m. Present Messrs. Hadley Ames Connelly Shaw and Cutting. The minutes of last meeting were read and approved.

Voted That a gift of two volumes "Modern French Art" from Miss L. Anna Dudley be accepted and acknowledged by the clerk.

After discussion concerning

the observation of Children's Book week referred to at the last meeting it was

Voted That a day in Children's Book Week be observed at the central library as planned by the librarian; namely by a reception to the school children, display of new children's books, an entainment and refreshments.

Voted That the Chair and Mrs. Ames be made a committee to solicit funds to defray the expense of this entertainment.

The meeting adjourned at. 9.30 p.m.

Attest

Ard. Cutting
Clerk.

Nov. 14. 1923

Trustees met at library at 7.45 p.m. Present Messrs. Connelly, Shaw, Ames and Cutting. In the absence of the Chairman, Mr. Connelly served as Chairman pro tem.

The librarian reported having received a request from Miss Perry, the teacher of English and History in the High School that a deposit of books from the library relating to her subjects be placed in her hands for reading in the class rooms by the pupils.

Voted That Mr. Ames be requested to ask the opinion of the principal of the school as to this matter and report later.

A report was received from the librarian describing the observance of "Children's day" in the library, held Tuesday Nov. 13. All the grade school children of the town were present.

the younger grades in the morning, and the older children in the afternoon the program being repeated. Miss Wheeler gave an historical sketch of the library, its development and growth and explained its work and aims. A professional story teller then gave an entertainment, and was followed by Miss Jones, agent of the State Division of Public Libraries of the Board of Education who presented 49 certificates to children who had completed the course of Summer reading required by the Board for this distinction. A collation was then served, and the children were invited to inspect the library in every part and to examine the large assortment of new children's books placed on exhibition. The children showed great interest and enthusiasm and a delightful and profitable day spent.

Mrs. Connelly reported the

engagement of a new janitor for the Cochituate Branch, but stated that the matter of transportation of books from the main library was as yet unprovided for.

Voted That Mr. Connelly use his discretion in this matter.

Voted That the gift of one volume "State and Municipal Bonds" from the Author, Mr. William L. Raymond be accepted with thanks, and acknowledged by the clerk.

Adjourned Attest Alex. Cutting
clerk

Dec. 12, 1923

Trustees met at Library at 7.45 P. M.
Present Messrs. Hadley Connelly Shaw Ames and Cutting. Minutes of last meeting were read and approved.

Voted That Miss Perry's request as recorded at last meeting be complied with.
Adjourned Attest Alex. Cutting
clerk

Jan. 9. 1924

Trustees met at library at 7.45 p. m. Present Messrs. Hadley Connelly Ames and Cutting. Minutes of last meeting were read and approved.

Voted That the Chairman apply to the Finance Committee of the town for the same library appropriation for the ensuing year as last year.

Adjourned Attest

Arlo. Cutting clerk

Feb. 13. 1924

Trustees met at library. Present Messrs. Hadley Shaw Ames and Cutting. Records of last meeting were read and approved.

No business came before the meeting.

Adjourned Attest

Arlo Cutting

Cl. p.

March 12. 1924

Meeting called, but owing to severe snow-storm no meeting was held.

April 9. 1924.

Trustees met at library at 7.45 P.m. Present Messrs. Hadley Connelly Gerald Shaw Ames and Cutting. Minutes of last meeting were read and approved.

Voted That the organization of last year be continued during the ensuing year.

Voted That the gift of two volumes on ~~xxxx~~ birds from Mrs. George E. French be accepted and acknowledged

Voted That the Chairman be authorized to arrange for transportation of books between the main library and the Cochituate branch.

Adjourned Attest Alex. Cutting
Clerk

May 14, 1924

Trustees met at library at 7.45 p.m. Present Messrs. Hadley Connelly ~~Shaw~~ Gerald Ames and Cutting. Minutes of last meeting were read and approved. No business was transacted.

Adjourned Attest Ava. Cutting
clerk

June 11, 1924

Trustees met at library. Present Messrs. Connelly Gerald Ames Shaw and Cutting. In the absence of Dr. Hadley Mr Connelly was called to the chair.

Voted That the gift of one volume "Bermuda Houses" from Mr. E.H. Sears be accepted and acknowledged.

Adjourned to Oct. 8. Ava Cutting
clerk

Oct. 8, 1924

Trustees met at library at 7.45 p.m. Full board present. Minutes of last meeting were read and approved.

Voted That the gift of a tall antique clock from the estate of Mary Adams Heard, as devised by her, be accepted with thanks and acknowledged.

Voted That the gift of a mask of the face of Dante, formerly the property of Dr. T. W. Parsons, from Elizabeth Heard Russell, be accepted with thanks and acknowledged, the same to be properly labelled with description of its history.

Voted That the gift of six children's books from the "Lydia Martin Edwards fund" through Dr. and Mrs. Martin Edwards, be accepted with thanks and acknowledged.

Voted That the gift of one volume, "Women of the South in War-time" from Mrs. George E. French, be accepted with

thanks and acknowledged.

Voted That the gift of a picture of "The Old Red Store" and neighboring buildings in Wayland Centre painted by the donor about 1850, from Miss L. Anna Dudley, be accepted with thanks and acknowledged, the same to be labelled as to its subject and interest.

Adjourned Attest Alv. Cutting
Clerk

Nov. 12. 1924

Trustees met at library at 7.45 p.m. Full board present. Minutes of last meeting were read and approved.

No business came before the meeting.

Adjourned Attest Alv. Cutting
Clerk

Dec. 10, 1924

Trustees met at library at 7.45 p.m. Full board present. Minutes of last meeting were read and approved.

Voted That the gift of one volume "My wanderings" by H.C. Barnabee, from Miss L. Anna Dudley be accepted and acknowledged.

Voted That two volumes "An occasional diary" by Wm. L. Raymond, a gift from the author, be accepted and acknowledged.

Adjourned Attest A.W. Cutting
Clerk

Jan. 14, 1925

Trustees met at library at 7.45 p.m. Present Messrs. Hadley Gerald Ames and Cutting.

Voted That 5 vols. received from Lydia Martin Edwards fund be accepted and acknowledged. Adjourned

A.W. Cutting Clerk

Feb. 11, 1925

Trustees met at library at 7.45 p.m. Present Messrs. Hadley Shaw Ames and Cutting. Minutes of last meeting were read and approved.

A draft of the Annual report of the Trustees to the Town as prepared by the clerk, was read and approved by the trustees present.

Adjourned Attest Arv. Cutting
clerk

March 13, 1925

Trustees met at library at 7.45 p.m. Full board present. Minutes of last meeting were read and approved.

Voted That the organization of last year be continued for the ensuing year, with the salaries and wages as follows, viz -

Chairman — Amos D. Hadley
Clerk — Alv. Cutting
House Committee, Main Library — Alv. Cutting
do — Cochituate Branch — John Connelly
Book purchasing Committee — Amos D Hadley, Francis Shaw, John Connelly,
Librarian, Main Library — Margaret E. Wheeler
Salary $1200. per annum
Librarian, Cochituate Branch — Gertrude D. Bishop
Salary $700. per annum
Janitor, Main Library — Thomas Metcalf
Wages $35. per month
Janitor, Cochituate Branch — C. Wilbur Stone
Wages $2. per week.

The trustees for 1925-6 are

Francis Shaw.	term expires	1926
Alfred W. Cutting	"	1926
John Connelly	"	1927
Amos D. Hadley	"	1927
Richard Ames	"	1928
Lester R. Gerald	"	1928

Voted That Mr. Francis Shaw be Treasurer of Library Funds for the ensuing year.

Adjourned. Attest Alf W. Cutting
Clerk

April 15, 1925

Trustees met at library at 7.45 p.m. Full board present. Minutes of last meeting were read and approved.

Voted That in consideration of increase in salary, the librarian be required to devote at least twenty eight hours a week to the work of the library, or thirty five hours if required.

Voted That the hours for opening the Cochituate Branch during the summer be the afternoons and evenings of Mondays, Wednesdays, and Saturdays.

Adjourned Attest Alv. Cutting
Clerk

May 13, 1925

Trustees met at library at 7.45 p.m. Present Messrs. Hadley Ames Shaw and Cutting. Minutes of last meeting were read and approved.

Voted That the treasurer of Library Funds be authorized to assent to the Reorganization Plan of the Boston & Maine Rail Road as owner of one bond ($1000.) Fitchburg R.R. 4% bond, due May 1, 1925 and unpaid, the same to be extended at 5% interest.

Adjourned Attest Alv. Cutting
clerk

June 10, 1925

Trustees met at library. Present Messrs. Hadley Connelly Mrs. Shaw and Cutting. Minutes of last meeting were read and approved.

Voted That the Treasurer of Library Funds as holder of $1,000. bonds of the Boston & Maine R. R. Co. 4% due Sept. 1, 1926, be authorized to assent to the re-organization plan of said rail road by which this bond is to be extended for 15 years from maturity at the rate of 50%.

Voted That this meeting be adjourned to the second Wednesday in October next, at 8 p.m.

Attest A. W. Cutting
Clerk

Oct. 14, 1925

Trustees met at Library at 8 p.m. Present Messrs. Hadley, Connelly, Ames and Cutting. Minutes of last meeting were read and approved. No business was transacted.

Adjourned Attest Wm. Cutting
Clerk

Nov. 11, 1925

Trustees met at library at 8 p.m. Present Messrs. Hadley, Connelly, Ames, Shaw and Cutting. Minutes of last meeting were read and accepted.

Voted That Mr. Shaw use his judgment as to disposition of old and duplicate sets of encyclopedias in the library.

The treasurer of the library funds presented a letter from the Harvard Trust Co. as executor of

the will of the late Emily F. Damon reciting the following clause of her will:

"I give and bequeath to the Public Library in said Wayland the sum of $3000. the income of said fund to be used for the purchase of books, pamphlets, papers, maps, plans and other educational matter. I make this gift in memory of my sister, Harriet Coburn Damon."

This letter asked that the Treasurer sign and make oath to an enclosed acceptance form.

Attention being called to the fact that the Library, not being a corporation, cannot receive or hold funds as such, and that the mentioned gift should be made to the Town of Wayland, it was

Voted That the Treasurer refer the matter to counsel, for instruction as to action.

Mr. Cutting as House Com-

mittee reported having, since the
during the summer installed a
new furnace in the main library
at a cost of $525. As at that time
no meeting of the trustees was prac-
ticable, and instant action nec-
essary, he addressed duplicate let-
ters to all the trustees explaining the
situation and asking for instructions.
Replies from all, with one exception,
authorized the installation, and
the work was done. The expense
was ultimately paid by a citizen.
Adjourned Attest Wm. Cutting
clerk

Meeting of December 9. 1925

Present Messrs. Hadley, Shaw, Connelly and Ames.

Voted: That the grateful thanks of
the Trustees be sent to Miss L. Anna Dudley
for her generous gift of books.

Richard Ames
clerk pro tem

Jan. 13. 1926

Trustees met at Library. Present Messrs. Hadley Shaw Ames and Cutting. Minutes of last meeting were read and accepted.

A draft of the annual report of the trustees to the town was read by the clerk. A general discussion of library matters was held but no action taken.

Adjourned Attest Wm. Cutting
Clerk

Feb. 10, 1926

Meeting called. A heavy snowfall prevented any meeting.

Wm. Cutting
Clerk

March 10, 1926

Trustees met at Library at 8 o'clock p.m. Present, Amos D. Hadley, Richard Ames, John Connelly, J. Sidney Stone and A.W. Cutting. The board organized for the ensuing as follows;

Chairman — Amos D. Hadley

Clerk — A.W. Cutting

House Committee, Main Library — A.W. Cutting

House Committee, Cochituate Branch — John Connelly

Librarian — Margaret E. Wheeler

Salary $1200.

Asst Librarian, Cochituate — Gertrude D. Bishop

Salary $700.

Book purchasing Committee — Amos D. Hadley, John Connelly

Treasurer of Library Funds — J. Sidney Stone

A letter was received from the Town Clerk notifying the Trustees of the resignation from the board of Mr. Lester R. Gerald.

A letter was read from the Board of Commissioners of Trust Funds of the Town of Wayland asking for information as to any funds belonging to the Town now in their possession. This letter, and a copy of the reply thereto, signed Amos D. Hadley, Chairman of Board, is hereto appended.

The Trustees of the library for the years 1926-7 are as follows;

John Connelly,	term expires	1927
Amos D. Hadley	"	1927
Richard Ames	"	1928
George C. Bogren	"	1928
Alfred W. Cutting	"	1929
J. Sidney Stone	"	1929

Adjourned at 9.30 p.m. Attest

Alf W. Cutting, Clerk.

April 14. 1926

Trustees met at library at eight o'clock in the evening. Full board present. Minutes of last meeting were read and approved.

The matter of holding of Trust Funds was discussed at length, but no action was taken.

Adjourned at 9.15 p.m.

Attest A.V. Cutting
Clerk.

May 12. 1926

Trustees met at library at eight o'clock p.m. Full board present. Minutes of last meeting were read and approved.

No business came before the meeting.

Adjourned Attest

A.V. Cutting
Clerk

June 9, 1926

Trustees met at library at 8 p. m. Full board present. Minutes of last meeting were read and approved.

A letter was received and read from the Board of Commissioners of Trust Funds, in reference to the method of transfer and holding of Library Funds. No action was taken.

Voted That the next meeting of the Trustees be held Sept. 8, 1926, unless specially called before that date.

Adjourned at 9.15

Attest
Wm. Cutting
Clerk

Sept. 8, 1926

Trustees met at library at 8 p.m. Present Messrs. Hadley Donnelly Bogren and Cutting. Minutes of last meeting were read and approved.

Beyond the usual approval of bills no business was transacted.

Adjourned at 9 p.m.

Attest
Wm. Cutting
Clerk

Oct. 13, 1926

Trustees met at library at 8 p.m. Present, full board. Minutes of last meeting were read and approved.

Voted That the action of Francis Shaw as treasurer of the Board of Trustees in depositing the bonds listed at the end of this vote with the First National Bank of Boston, under the Boston & Maine reorganization

plan and agreement, dated Sept. 1, 1925, in exchange for new bonds pursuant to said plan and agreement, be and the same is hereby ratified, approved, adopted and confirmed.

Voted Further: that the action of Francis Shaw as treasurer of the Board of Trustees, in endorsing said bonds in the name and on behalf of this Board of Trustees, and requesting that the new bonds be issued in the name of the Town of Wayland, in registered form, be and the same is hereby ratified, approved, adopted and confirmed.

Voted Further: that the First National Bank of Boston, Depository under the aforesaid Plan and Agreement be and it hereby is authorized and directed to deliver the new bonds in exchange for the bonds listed below to or upon the order of J. Sidney Stone, as treasurer of the Board of Trustees.

name of maker of bond, date of maturity, principal amount, and number of bond

Fitchburg Railway, 1925. $1,000.- 4%
Boston + Maine R. R, 1926. 1,000.- 4%

Voted That Mr. Connelly be authorized to renew expiring subscriptions to magazines.

A report was made by the librarian on her recent participation in the American Library Association's Convention at Atlantic City, and she made various suggestions toward increasing the library's usefulness and efficiency.

Adjourned at 10 p. m. Attest

Geo. Cutting
Clerk.

Nov. 10, 1926

Trustees met at library at 8 p. m. Full board present. Minutes of last meeting were read and approved.

The pending transfer of certain trust funds to the board of Commissioners of Trust Funds was discussed, also the matter of finances for the balance of the current financial year.

Adjourned Attest Ario Cutting
clerk

Dec. 8, 1926

Trustees met at library at 8 p. m. Full board present. Minutes of last meeting were read and approved.

Voted That the gift of 12 volumes, "Records of Walks and Talks with Nature" by C. J. Maynard, from Mrs. Geo. E. French, be accepted, and acknowledged by the clerk.

Adjourned Attest Ario Cutting
clerk

Jan. 12, 1927

Trustees met at library at 8 p.m. Full board present. Minutes of last were read and approved.

VOTED: That J. Sidney Stone, the present Treasurer of the Wayland Public Library, be and he hereby is authorized and instructed to take such action as may be necessary to cause any bonds now registered in the name of the Wayland Public Library, Francis Shaw, Treasurer, to be transferred to the name Town of Wayland, Library Trust Funds, and to do all things necessary or proper to effect the foregoing change in registration.

VOTED: That the Provident Institution for Savings be and it hereby is authorized to transfer the account heretofore standing in the name of Wayland Public Library, Francis Shaw, Treasurer, represented by its Savings Bank Book No. 362247, to the Treasurer of the Town of Wayland and that the said Provident Institution for Savings is authorized to honor withdrawals by the present Town Treasurer, Frank G. MacKenna and any withdrawal by said Town Treasurer of the interest on said account in 1926, is hereby ratified and approved.

VOTED: That J. Sidney Stone, Treasurer of the Wayland Public Library, be and he hereby is authorized and instructed to transfer the Chicago, Burlington and Quincy 4% Gold Bond now registered in the name of Wayland Public Library, Francis Shaw, Treasurer, to Town of Wayland, Library Trust Funds, and to do all things necessary or proper to effect this purpose.

Adjourned at 9 p.m. Attest
Alb. Cutting
Clerk

Feb. 9, 1927

Trustees met at library at 8 p.m.
Present-Messrs. Hadley Ames Stone and Cutting. Minutes of last meeting were read and allowed.
No business came before the meeting.

Adjourned Attest
Alb. Cutting
Clerk.

March 16. 1927.

Trustees met at Library at 8 P. M. Full board present. Minutes of last meeting were read and approved.

Voted That the organization of last year be continued for the ensuing year.

Voted That the gift of one volume "Flowers for Children" by Lydia Maria Child, from Mrs. Anna M. Bennett, be accepted and acknowledged by the clerk.

Adjourned at 8.40 Attest.
A. W. Cutting
Clerk

April 13, 1927.

Trustees met at library at 8 P. M. Present Messrs. Hadley, Connelly, Bogren, Ames and Cutting. Minutes of last meeting were read and approved. No business was transacted. Adjourned at 8.30.

Attest A. W. Cutting, Clerk

May 11. 1927

Trustees met at library at 8 p.m. Present Messrs. Hadley Connelly Ames Bogren and Cutting. Minutes of last meeting were read and approved.

Voted That the gift of one volume "National Government Loans", by William L. Raymond from the author, be accepted and acknowledged.

Adjourned at 8.26 Attest

A.O. Cutting
Clerk

June 8. 1927

Trustees met at library. Present Messrs. Hadley Ames Stone and Cutting. Minutes of last meeting were read and approved.

The librarian appeared at the meeting, and suggested three features of future library work as

desirable, namely; the ~~[illegible]~~ making deposits of books in the school in Cochituate to facilitate the use of library books by the students; an observance of Children's Book Week in November by an entertainment on one afternoon; and a reception to the Parents and Teachers Associations of Wayland and Cochituate at the library with refreshments and open wood fires.

Without passing a formal vote, the Trustees expressed themselves as heartily agreeing on the desirability of these features, and instructed the librarian to arrange for them.

Adjourned attest Alice Cutting
Clerk

Sept. 14, 1927

Trustees met at library at 8 p.m. Full board present. Minutes of last meeting were read and approved.

Mr. Cutting as house committee reported having had town water installed in the library. He also reported extensive repairs having been made to the roof of the building by and at the expense of Mr. Francis Shaw.

A gift from Mr. Wallace H. Folsom of an album containing 138 photographs showing the construction of the new Centre System of the Wayland Water Works built with the Paramenter bequest, was received, and it was

Voted That this gift be accepted and the thanks of the Trustees be conveyed to Mr. Folsom by the Secretary.

The death of C. Wilbur Stone for some years janitor of the Cochituate branch was announced and it was

Voted That Herbert Perry be employed

as janitor of the Cochituate branch

Adjourned Attest A.W. Cutting
clerk

Oct. 12. 1927

Trustees met at library at 8 p.m. Full board present. Minutes of last meeting were read and approved. No business was transacted.

Adjourned Attest A.W. Cutting
clerk

Nov. 9. 1927

Trustees met at libray at 8 p.m. Full board present.

Voted That the treasurer of Library Funds instruct the town treasurer to invest the sum of $3100. resulting from payment of Liberty Loan 2d bonds, in either

Edison Elec. Ill. Co. of Boston 4½% bonds due 1930 at 100⅛ or

State of Oregon 4½% bonds due 1934

to yield 4.10 %, to the amount of 3.000 and premium, the balance to be deposited in a Savings Bank.

Adjourned Attest A.O. Cutting
Clerk.

Dec. 14. 1927

Trustees met at library at 8 p.m.
Full board present.

Attention being called to the fact that on January 1st 1928, Miss Margaret E. Wheeler, librarian, will have completed twenty five years service at the library, it was

Voted That the clerk of the board prepare a letter to her, to be signed by all the trustees, expressing their appreciation of her assiduous and faithful services.

Adjourned Attest
A.O. Cutting
Clerk

Jan. 11, 1928

Trustees met at Library at 8 P.M. Full board present. Minutes of last meeting were read and approved.

The following letter was received from the librarian, and it was

Voted That this be spread upon the records, viz.

"To the Trustees of the Wayland Free Public Library

My dear Trustees

Your letter of appreciation and esteem touched me very deeply, and I assure you that it will most certainly be a means of encouragement and a source of inspiration in my library work in the future.

The twenty five years of my library service have been ones of continued joy and pleasure, due in no small measure to the knowledge that there was always behind me a Board of Trustees ready and willing

to cooperate with me and sustain me in any undertaking I might attempt.

Thanking you one and all for your aid, your support, and your kind regard, I am

Most faithfully yours
Margaret E. Wheeler. "

The treasurer of the Library Funds exhibited his annual report to the Town for the year ending Dec. 31, 1927, and it was

Voted That this report be accepted, and published in the Annual Town Reports.

Adjourned Attest Geo. Putting
clerk.

Feb. 8. 1928

Trustees met at library at 8 P.M. Present Messrs. Hadley Ames Connelly Bogren and Cutting. Minutes of last meeting were read and approved.

Beyond the usual approval of bills no business was transacted.

Adjourned Attest Alfred W. Cutting
Clerk

Mar. 12, 1928

Trustees met at library at 8 P.M. Present Messrs. Hadley Ames Connelly Bogren and Cutting.

Voted year

That the organization of last be continued, upon the same terms and conditions, viz.

Chairman Amos S. Hadley
clerk Alfred W. Cutting
House Committee, Main Library
Alfred W. Cutting
House Committee, Cochituate Branch
John Connelly

Librarian — Margaret E. Wheeler
Salary $1200 per annum
Asst Librarian, Cochituate
Gertrude D. Bishop
Salary $700 per annum
Book Purchasing Committee
Amos S. Hadley
John Connelly
Treasurer of Library Funds
J. Sidney Stone
Janitor, (Main) Thomas Metcalf
Salary $35 per month
Janitor, (Cochituate) Herbert Perry
Salary $2. per week

Adjourned at 8.30 Attest
Wm. Cutting, Clerk

April 11, 1928.

Trustees met at Library at 8 P.M.

Present: Mess. Hadley, Connolly, Bogren and Ames.

The minutes of the last meeting were read and approved.

Richard Ames, Clerk pro tem.

May 9. 1928

Trustees met at library at 8 p.m. Present Messrs. Hadley Connelly Ames Bogren and Cutting. Minutes of last meeting were read and approved.

Voted That the gift of one volume "The Gas Motor" by the author Max Rushland be accepted and acknowledged.

Adjourned at 8.30 Attest Arv. Cutting clerk.

June 13. 1928

Trustees met at library at 8 p. m. Minutes of last meeting were read. Full board present. No business. Adjourned at 8:15 Attest Ava. Cutting. clerk.

Sept. 12, 1928

Trustees met at library at 8 p. m. Full board present. Minutes of last meeting were read and approved. No business came before the meeting. Adjourned. Attest Ava. Cutting clerk.

Oct. 10, 1928

Trustees met at library at 8 p. m. Present Messrs. Connelly Bogren Stone Ames and Cutting. No business was transacted.

Attest Ava. Cutting clerk.

November 14. 1928

Trustees met at libran at 8½ p. m. Present, full board. The minutes of last meeting were read by the clerk. No action was taken. The usual monthly bills were approved by the trustees and delivered to the treasurer of the Library Funds. A discussion in regard to expenditure of appropriated funds followed. No formal action was taken. The trustees separated at 9.05 p. m. No formal adjournment occurred.

Attest Alice Cutting
Clerk

Dec. 12, 1928

Trustees met at libran at 8 p. m. Full board present. The minutes of last meeting were read by the clerk. No action taken. The monthly bills were approved.

The Treasurer of Library Funds reported a small balance of general funds available, and

recommended the strictest economy in expenditures for the remainder of the fiscal year. He further reported a desire of the Town Treasurer to charge off certain premiums paid on trust fund bonds, the same to be charged against the income of Trust Funds, limited to the purchase of books.

Voted That the Treasurer of Library Funds be authorized to allot remaining bills of the present fiscal year, and if balance remaining be sufficient, to instruct the Town Treasurer to charge off premiums on Trust Fund bonds as suggested by said treasurer.

Adjourned at 8.50 p. m. Attest

Alv. Cutting
Clerk

Jan. 9. 1929

Trustees met at library at 8 p.m. Present Messrs. Hadley Ames Stone and Cutting.

No business came before the meeting.

A.W. Cutting
clerk

Feb. 13. 1929

Trustees met at library at 8 p.m. Present Messrs. Connelly Bogien Ames and Cutting. Except the usual approval of bills no business was transacted.

A.W. Cutting
clerk

March 13, 1929

Trustees met at library at 8 p.m. Present Messrs. Hadley Ames Connelly and Cutting. At the annual town meeting held March 4, 1929 Messrs. ~~Ames~~ and Stone

Cutting were re-elected, making the personnel of the board the same as last year, viz

John Connelly	Term expires	1930
Amos D. Hadley	"	1930
Richard Ames	"	1931
George G. Bogren	"	1931
J. Sidney Stone	"	1932
Alfred W. Cutting	"	1932

Voted That the organization of last year be continued, upon the same terms and conditions, & viz -

Chairman — Amos D. Hadley.
Clerk — Alfred W. Cutting
House Committee, Main Library — Alfred W. Cutting
House Committee, Cochituate Branch — John Connelly
Librarian — Margaret E. Wheeler
Salary $1200 per annum

Assistant Librarian, Cochituate

Gertrude D. Bishop

Salary $700 per annum

Book Purchasing Committee

Amos S. Hadley

John Connelly

Treasurer of Library Funds

J. Sidney Stone

Janitor, Main Library

Thomas Metcalf

Salary $35 per month

Janitor Cochituate Branch

Herbert Perry

Salary $2 per week

The sum of $2,000. having been voted by the Town for repainting and redecorating the interior of the main library building, it was

Voted That the Chairman and Clerk prepare specifications for advertising for bids on the contract, and present them at the next meeting.

Adjourned at 8.45. Attest Alb. Cutting

Clerk

April 10, 1929

Trustees met at library at 8 p.m. Present Messrs. Hadley Connelly Arms Bogren and Cutting. Minutes of last meeting were read and approved.

A discussion ensued concerning details of advertising for bids for painting the library interior. No formal action was taken.

Adjourned at 8.50 Attest Arlo Cutting clerk.

May 8, 1929

Trustees met at library at 8 p.m. Present Messrs. Connelly Bogren Arms and Cutting. Mr. Connelly, on motion and vote was elected Chairman pro tem. Mr. Connelly announced renewal of subscriptions to periodicals for Cochituate branch. He also reported progress in the matter of bids for painting interior of library.

Acting on request of the Selectmen of Wayland, it was

Voted That leave be given the Selectmen to store documents, principally files of paid bills, in the basement of the library building

Adjourned Attest W.D. Cutting
Clerk

June 12, 1929

Trustees met at library at 8 p.m. Present Messrs. Hadley, Ames, Stone, Connelly and Cutting. Minutes of last meeting were read and accepted.

A letter was received from Mr. George G. Bogren, addressed to the chairman of the trustees, announcing his resignation from the office of Library Trustee. Laid upon the table.

In the matter of painting the the interior of the main library building, for which bids had been duly advertised, three bids were

received as follows:

	$
Richard B. Johnson	1830.
Herbert F. Hanson	1510.
Edward K. Perry Co.	1590.

Voted That the bid of the Edward K. Perry Co. be accepted.

Voted That adjournment be made, to the second Wednesday in September of the present year.

attest Wm. Cutting
clerk.

Sept. 11, 1929

Trustees met at library at 8 p.m. Present Messrs. Hadley Connelly Stone and Cutting. Minutes of last meeting were read and approved.

Voted That the resignation of Mr. George G. Bogren as trustee of the library is received with regret, and that the secretary is requested to express this feeling to Mr. Bogren, with the appreciation

of the trustees, of the valuable services rendered by him as a member of the board.

Adjourned Attest A.W. Cutting
Clerk

Oct. 9. 1929

Trustees met at library at 8 p.m. Present Messrs. Ames Connelly and Cutting. No formal meeting held.

Attest
A.W. Cutting. Clerk.

Oct. 14. 1929

At a joint meeting of the Board of Selectmen of Wayland and the Library Trustees held this day, there being present Messrs. Sydney Loker, J. Fred Wheeler and Richard Ames, forming the Board of Selectmen, and Messrs. Amos T. Hadley, Richard Ames, and John Connelly of the Library

Trustees, Dr. Amos I. Hadley acting as chairman of the joint meeting, Professor James R. Martin was duly elected as a trustee of the Library, to fill the unexpired term of Mr. George C. Bodrem, resigned.

Attest Rio. Cutting, clerk

Nov. 13, 1929

Trustees met at library at 8 p.m. Present Messrs Hadley Connelly Martin Ames and Cutting. Minutes of last meeting were read and accepted.

The usual approval of bills, a general discussion of expenditures for the balance of the fiscal year and renewal of subscription to periodicals followed. It was

Voted That the painting of the basement of the library building be attended to by the Chairman and House Committee, with the instruction that it

be done before the end of the present fiscal year.

Adjourned Attest A.W. Cutting
Clerk

Dec. 11, 1929

Trustees met at library. Present Messrs. Hadley Connelly Martin Stone and Cutting. Minutes of last meeting were read by the clerk. No formal action was taken.
Adjourned Attest- A. W. Cutting
Clerk

Jan. 8, 1930

Trustees met at library. Full board present.

Voted That the chairman be authorized to accede to the request of the superintendent of schools, that the library building be used as an auditorium for two readings to be given the children; if

in the judgement of the chairman such permission be desirable.
Adjourned Attest
A.W. Cutting, clerk.

Feb. 12, 1930

Trustees met at library at 8 p.m. Present Messrs. Hadley Connelly Ames Martin and Cutting. Minutes of last meeting were read and approved.
No business was transacted.
Adjourned Attest A.W. Cutting
clerk

March 10, 1930

Trustees met at library at 8 p.m. Present Messrs. Hadley Martin Ames Cutting and Mrs. Nellie Rice Fiske. As a result of the election at the annual town meeting held Mar. 3, the present personel of the board of trustees is as follows:-

Richard Ames	Term expires	1931
James R. Martin	"	1931
J. Sidney Stone	"	1932
Alfred W. Cutting	"	1932
Amos F. Hadley	"	1933
Nellie Rice Fiske	"	1933

Voted That the organization of the Board for the ensuing year be as follows:-

Chairman Amos F. Hadley

Clerk Alfred W. Cutting

House Committee, Main Library
Alfred W. Cutting

House Committee, Cochituate Branch
Nellie Rice Fiske

Librarian Margaret E. Wheeler
Salary $1200 per annum

Assistant Librarian, Cochituate Branch
Gertrude D. Bishop
Salary $700 per annum

Books purchasing Committee
Amos F. Hadley
James R. Martin

Treasurer of Library Funds
J. Sidney Stone

Janitor, Main Library
Thomas Metcalf-
Salary $35 per month

Janitor, Co. Chituate Branch
Herbert Perry
Salary $2 per week

A report was made by the librarian on the Book Week Story Hour and Book Exhibit given the children at the library recently, in which she expressed her gratification at the interest and pleasure felt by the children.

Adjourned Attest Alo. Cutting
Clerk.

April 9. 1930.

Trustees met at library at 8 p. m. Present Messrs. Hadley, Martin, Ames, Cutting and Mrs. Fiske. Minutes of last meeting were read and approved. On motion, it was

Voted That the title "Assistant Librarian" hitherto held by Mrs. Gertrude D. Bishop be changed to "Librarian of Cochituate Branch".

A letter was received from Herbert Perry, tendering his resignation as janitor of Cochituate Branch unless his pay was increased, and it was voted

Voted That the salary of the janitor of the Cochituate Branch be made $4. per week.

Adjourned Attest-

Mrs. Cutting
Clerk

May 14, 1930

Trustees met at library. Present Messrs. Hadley, Martin, Ames, Cutting and Mrs. Fiske. Minutes of last meeting were read and allowed.

Voted That the Circulating Branch discontinue the Monday evening opening, and be opened five evenings in the week hereafter.

Adjourned Attest A.V.D. Cutting Clerk

June 11, 1930

Trustees met at library. Present Messrs. Hadley Ames Stone and Cutting. No business, except approving monthly bills was transacted.

Adjourned Attest A.V.D. Cutting Clerk.

Sept. 10, 1930

No quorum present.

A. W. Cutting, clerk

Oct. 8, 1930

Trustees met at library at 8 o'clock p.m. Full board present.

Voted That the librarian be authorized to eliminate from the library such obsolete and useless books as have been so designated upon examination by the Secretary of the State Library Commission.

An informal discussion of various matters pertaining to the library followed.

Adjourned Attest

A. W. Cutting
Clerk.

Nov. 12, 1930

Trustees met at library. Present Messrs. Hadley Amos Cutting and Mrs Fiske. No business came before the meeting.
Adjourned Attest A.O. Cutting
clerk

Dec. 10, 1930

Trustees met at library. Full board present. Other than approving bills no business came before the meeting.
Adjourned Attest A.O. Cutting
clerk

Jan. 14, 1931

Trustees met at library at 8 p.m. Full board present.

Voted That the gift of 8 volumes of scores of old oratorios from Miss H. Elizabeth Coolidge, be accepted and

acknowledged.

adjourned attest A.V.S. Cutting
clerk

Feb. 11, 1931

Trustees met at library at 8 p.m.
Present Messrs. Hadley Martin Ames
Stone and Cutting.
No business was transacted.

Adjourned Attest. A.V.S. Cutting
clerk

March 9, 1931

Trustees met at library at 8 p.m.
The meeting was called to order by the
former Chairman and upon motion
by Mr. Cutting, duly seconded, it was
Voted That the organization of last
year be continued during the ensuing
year.

As a result of the Annual Town Meeting held March 2, 1931. No change in the composition of the board of Trustees was made.

Present at this Trustees' Meeting were messrs. Hadley, Ames, Martin and Cutting.

Adjourned Attest A.W. Cutting
clerk

April 8, 1931

Trustees met at library at 8 p. m. Present Messrs. Hadley Ames Martin Cutting and Mrs. Fisher.
No business transacted

Adjourned Attest A.W. Cutting
clerk.

May 13, 1931

Trustees met at library at 8 p.m. Present Messrs. Hadley Ames Martin Cutting and Mrs. Fiske.

Beyond the usual approving of bills, no business came before the meeting

Adjourned attest A.V.S. Cutting
clerk

June 8, 1931

Trustees met at library. Present Messrs. Hadley Martin Ames and Cutting. No business transacted.

Adjourned Attest A.V.S. Cutting
clerk

Sept. 9, 1931

Trustees met at library at 8 p. m. Present Messrs. Martin Ames Cutting and Mrs. Fiske.

Voted That the gift of 3 volumes (duplicates) of "Poems of Life and Love" by X received from Mr. William L. Raymond, be accepted and acknowledged.

Voted That a request of the Town Planning Board that they be permitted to place a collection of maps and plans of the high-ways etc. of the town in the library for safe keeping, be acceded to.

Adjourned Attest

A. D. Cutting
Clerk

Oct. 14, 1931

Trustees met at library at 8 p.m. Full board present. Minutes of last meeting were read and approved.

Beyond a discussion as to application of funds for the balance of the year, no business was transacted.

Adjourned Attest A.W. Cutting
clerk.

Nov. 11, 1931

Trustees met at library. Present Messrs. Hadley Ames Martin and Stone. No business transacted other than approving bills.

Dec. 9 1931

Trustees met at library. Present Messrs. Hadley Ames Martin. Mrs. Fisher. No business.

Jan. 13, 1932

Trustees met at library at 8 p.m. Present Messrs. Hadley Martin Ames Cutting and Mrs. Fiske.

Voted That the gift of a collection of autograph letters of Lydia Maria Child from Mr. Francis Shaw be accepted and acknowledged.

Adjourned attest Alb. Cutting clerk

Feb. 10, 1932

Trustees met at library. Present Messrs. Hadley Martin Ames and Cutting No business.

Adjourned Attest Alb Cutting clerk

March 2, 1932

Trustees met at library at 8 p.m. Present Messrs. Hadley Ames Martin Cutting and Mrs. Fiske.

Voted That the organization of last year be continued.

The usual monthly bills were approved and the meeting was Adjourned.

Attest A.O. Cutting
Clerk

Apr. 13, 1932

Trustees met at library. Present Messrs. Hadley Ames Martin Cutting and Mrs. Fiske.

Voted That Mr. Cutting as House Committee be authorized to have the roof of the library building repaired, to stop the present leakage.

Adjourned Attest

A.O. Cutting
Clerk

May 11, 1932

Trustees met at library. Present. Messrs. Hadley Martin Ames and Cutting. No business.
Adjourned Attest A.O. Cutting clerk

June 10, 1932

Trustees met at library. Present Messrs. Hadley Martin Ames Stone and Cutting. No Business.
Adjourned Attest A.O. Cutting clerk

Sept. 14, 1932

Trustees met at library. Present Messrs. Hadley Martin Stone Cutting and Mrs. Fisher. No business was transacted but an informal discussion concerning a new room for the branch library in Cochituate was held.

Adjourned Attest A.O. Cutting clerk

Oct. 12, 1932

Trustees met at library at 8 p. m. Present Messrs. Stone Martin Ames Cutting and Mrs. Fiske. No formal meeting held.

Attest A.D. Cutting. Clerk

Nov. 9, 1932

Trustees met at library at 8 p. m. Full board present. An informal discussion of library matters and policies was held, and the usual approval of the month's bills followed. No votes were passed.

Adjourned Attest A.D. Cutting Clerk

Dec. 14, 1932

Trustees met at library. Present Messrs. Hadley Martin Ames Stone and Cutting. No business.

Adjourned Attest A.D. Cutting Clerk

January 11, 1932

Trustees met at library. Present Messrs. Hadley Morton Ames Cutting and Mrs. Fisher.

Voted That the Finance Committee of the Town be informed that the library Trustees will accept a reduction of $300. in appropriation for the coming year.

Adjourned Attest A.W. Cutting
Clerk

February 8, 1933

Trustees met at library. Present Messrs. Hadley Ames Morton and Cutting.

Voted That the gift of one book "Impossible Things" by Elizabeth Lowell Everett be accepted and acknowledged. Presented by Miss Grace Heard.

Adjourned Attest A.W. Cutting
Clerk

March 6, 1933

Trustees met at library. Present Messrs. Hadley Martin Ames and Cutting. Nothing was done except approving of the months bills.
Adjourned Attest Alv. Cutting
Clerk

April 12, 1933

Trustees met at library. Present Messrs. Hadley Martin Ames Cutting and Mrs. Fiske.

Voted That the organization of last year be continued during the ensuing year, and that the salaries be continued as at present as long as the funds available for the purpose be sufficient, but that a reduction in salaries may be made at any time.

Voted That the gift of a picture of Sulgrave Manor, from Mr. Willard Hunting, be accepted

Voted — That the gift of nine volumes of various historical interest, from Hon. Roy Moffatt of Watertown be accepted and acknowledged.
Adjourned Attest
Avo Cutting, Clerk

May 10, 1933

Trustees met at library. Present Messrs. Hadley Martin Cutting and Mrs. Fisher. No business.
Adjourned Attest Avo Cutting
Clerk

June 14, 1933

Trustees met at library at 8 p. m. Present Messrs. Hadley Martin Stone and Cutting.
Voted — That the salaries of the librarians and janitors employed by the library be reduced ten per cent from the first day of June 1933.

Adjourned Attest W.S. Cutting
Clerk

Sept. 13, 1933

Trustees met at library. No quorum present.

Attest W.S. Cutting
Clerk

Oct. 11, 1933

No quorum.

W.S. Cutting
Clerk

Nov. 8, 1933

Trustees met at library. No quorum present. Attest

W.S. Cutting
Clerk

Dec. 13, 1933

No quorum. W.S. Cutting
Clerk.

Jan. 10, 1934

Meeting called - No quorum.

Feb. 14, 1934

Meeting called. No quorum.

March 17, 1934

Trustees met at library. Present Messrs. Hadley, Cutting, Knapp, and Martin.

The present personnel of the Board of Trustees is as follows:

Alfred W. Cutting	Term expires	1935
J. Sidney Stone	"	"
Nellie R. Fiske	"	1936
Amos J. Hadley	"	"
James R. Martin	"	1937
John N. Knapp	"	"

The Board proceeded to organize for the ensuing year but before any action was taken Mr. Cutting made the request that he be relieved of the office of clerk which he had held for the past 32 years. Regretfully, and in large recognition of the faithful services of Mr. Cutting through that many years, the Board acquiesced with his wishes.

By separate vote the following offices were elected:

Chairman - Amos J. Hadley

Clerk - James R. Martin
Treasurer of Library Fund
J. Sidney Stone
House Committee - Main Library
John H. Knapp
House Committee - Cochituate Branch
Nellie R. Fiske
Book Committee
Amos L. Hadley and James R. Martin.

By one vote the following officers were continued at the same salaries as at present:

Librarian - Margaret E. Wheeler $1080.00
Asst. Librarian, in charge of Cochituate
Branch - Mrs Gertrude Bishop " 630.00
Janitor - Main Library
Mr Metcalf " 52.50 a month
Janitor - Cochituate Branch
Owen E. Martin 3.60 a week

It was voted that the signatures of three members of the Board on bills be proper approval for the payment of the bills by the

proper town authorities.

Adjourned Attest James A. Martin,
Clerk.

April 11, 1934

The Trustees met at the Library. Present Hadley, Cutting, Knapp, Martin, and Mrs Fiske.

The minutes of the previous meeting were read and approved.

Mrs Fiske read a resolution to Mr. Cutting which she had prepared. It was unanimously voted that the resolution be approved, and that a copy be spread on the minutes, and that a copy be given to Mr. Cutting.

The resolution follows:

Be It Resolved that the Board of Trustees of the Wayland Public Library wish to express their regret at the resignation of Mr Alfred W. Cutting as Secretary, after a continuous service of thirty-two years.

always faithful to the duties of the office, a large part of the time responsible for the Library Building, its repairs, upkeep and maintenance, it would be difficult if not impossible to find any public servant of the Town of Wayland who has rendered such continuous and efficient service Always ready to do whatever duties he was called upon to perform, the Library Trustees will hold up to his successors and to other Wayland officials the exceptional record of loyal, faithful, earnest and efficient service of their Secretary, Alfred W. Cutting.

Voted: That a copy of the foregoing resolution with a record of its unanimous adoption be forwarded to Mr Cutting by the present Secretary, together with an expression of the personal regret of each trustee that he will not longer See him as heretofore at his usual place at the desk each meeting.

Adjourned attest James R. Martin,
Clerk.

May 1934

Meeting called as usual. No quorum.

June 13, 1934

Present Hadley, Cutting, Knapp, Martin.
Minutes of the April meeting were
read and approved. Bills were signed.
Adjourned James R. Martin,
Clerk.

Sept. 12, 1934

Trustees met at the library at 8 P.M. Present Messrs. Hadley, Stone, Cutting, and Mrs. Fiske. In the absence of the Secretary Mr. Cutting acted as clerk pro tem.

Voted That the offer of Mr. Arthur H. Dudley to move to the library grounds the tablet in the Town House lot commemorating the establishment of the Wayland Library, be accepted with the reservation that the boulder at present bearing the tablet be moved also, and that the whole be placed in such spot as Mr. Cutting may indicate.

Adjourned Attest Alfred W. Cutting, Clerk pro tem.

October 10, 1934

The Trustees met at the library at 8 P.M. Present, Messrs. Hadley, Stone, Cutting, and Martin. The minutes of the previous meeting were read and approved. Bills were signed. James R. Martin, Clerk.

Wayland, Massachusetts.
November 14, 1934.

Mr. Francis Shaw,
Wayland,
Massachusetts.

Dear Mr. Shaw:

The Trustees of the Wayland Public Library have heard that you have recently been confined to the house. We, the Board of Trustees, feel that we have the right as representatives of all usersof the Library, to express to you the sympathy and hopes of all those users for a speedy return to the best of health. Many of those users have some knowledge of the extent to which their pleasure in the use of the Library is the result of the care and attention you have given to the choice of books for the Library. We, the Trustees, know that we cannot begin to express inwords our realization of the obligation which the Library has owed to you over the many years when officially, and unofficially, you have been making this Library what it is. We should have been glad at any time of an opportunity to let you know how we feel, and also to let you know that we have had other users of the Library outside the Trustees indicate that they would like to feel that the Board on their behalf is doing something to convey its sympathy to you in your illness and is passing on to you their hopes that your health will soon be unimpared.

Sincerely yours,

November 14, 1935

The Trustees met at the library at 8 P.M. Present, Messrs. Stone, Cutting, Martin and Mrs Fiske.

It was agreed by vote to send a letter to Mr Shaw expressing the sympathy of the trustees for his illness, and expressing appreciation for his years of service to the library. The letter to be signed by all trustees. A copy is filed with this report.

Adjourned

James R. Martin,
Clerk.

December 12, 1934

Meeting called No quorum.

January 9, 1935

The Trustees met at the library at 8 P.M. Present, Messrs Hadley, Cutting, Knapp, Martin, and Mrs Fiske.

Dr. Hadley discussed the estimated expenses for the coming year, and expressed his intention to ask for an appropiation of $3400 from the

town. This is nearly $400 more than the appropiation for the current year.
The problem of the purchase of books was discussed, since the Book Committee must assume that task.
Voted that Mr. Knapp be added to the Book Committee.
Adjourned James R. Martin, Clerk.

February 13, 1935
The Trustees met at the Library at 8 P.M. Present Messrs Hadley, Cutting, Knapp & Martin
Voted that Mr Cutting be requested to prepare proper resolutions in memory of the passing of Mr Shaw, and to present them at the next meeting.
Adjourned James R. Martin Clerk.

The Trustees of the Wayland Free Public Library would express their sense of the irreparable loss the Library has sustained in the death of Mr. Francis Shaw on February 9, 1935. While active in all the best interests and general welfare of the town, and ready to further any commendable cause, his chief interest centred in the Town Library. Here his love of books found a congenial field of activity. A Trustee for twenty-four years, he was a leading spirit in the Library's developement, and eager to enhance its value and usefulness in every way. This interest was not confined to the Library's literary functions, but extended to practical care and beautifying of its physical features. No detail was too trivial or sordid to escape his attention, and our beautiful library building from cellar to roof exhibits results of his care and munificence.

In addition to his activities as Trustee, during its full period he filled the office of Treasurer of the Library Funds, with its exacting duties, entailing many calls upon his time and patience.

This interest never failed during his life. After ceasing to hold the office of Trustee he continued until his death, to select and purchase the books as agent of the Book Purchasing Committee, and to hold himself ready to aid in any way, the Library's well-being.

A liberal bequest to the Library by Mr. Shaw will continue these benefactions indefinately, and the fund to bear his name will be a perpetual reminder of his interest, assiduity and public spirit.

At a meeting of the Trustees of the Library held March 13, 1935, it was Voted

"That the foregoing appreciation of the late Francis Shaw as reported by Committee, be made a part of the Records of the Library, and that a copy be sent to his family."

Secretary

March 13, 1935

The Trustees met at the Library at 8 P.M. Present Messrs Hadley, Knapp, Cutting, and Mrs Fiske.

Voted that the organization as at end of last year be continued during the ensuing year, and that salaries remain unchanged.

The organization and salaries are given in the minutes of March 17, 1934, with the one change of the addition of Mr. Knapp to the Book Committee.

Mr. Cutting read the resolution prepared by him in appreciation of the services of Mr. Francis Shaw. Voted that the resolution be made a part of the records of the Library, and that a copy be sent to the family – Mr Francis Shaw and Miss Miriam Shaw.

Adjourned – James R. Martin
Clerk.

May 8, 1935

Present at the regular meeting of the Trustees Messrs. Hadley, Knapp, and Martin. No quorum.

Aug. 14, 1935.

A meeting of the Trustees was called although usually no meeting is held in August. Present Messrs. Hadley, Stone, and Martin. No quorum.

There was a discussion of candidates to recommend to the Selectmen in place of the two, Mrs Fiske and Mr. Cutting, who have passed away.

August 19, 1935

At a joint meeting of Library Trustees and Selectmen George G. Bogren was elected as a Trustee of the library to fill the unexpired term of Mrs Nellie Rice Fiske, deceased.

September 11, 1935

The Trustees met at the library at 8 P.M. Present Messrs Hadley, Stone, Knapp, and Martin.

Mr. Stone reported concerning finances. Conditions are normal for the time of year.

Adjourned.

James R. Martin, Clerk.

September 16, 1935

At a joint meeting of Library Trustees and Selectmen Arthur C. K. Hallock was elected as a Trustee of the library to fill the ~~unexpired~~ until next election in March 1936 term of Alfred W. Cutting, deceased.

October 9, 1935

The Trustees met at the Library at 8 P.M. Present Messrs. Hadley, Stone, Bogren, Hadlock, Knapp, and Martin

Voted that Mr. Bogren be House Committee for the Cochituate Branch.

Adjourned

James R. Martin, Clerk

November 13, 1935

The Trustees met at the Library at 8 P.M. Present Messrs. Hadley, Stone, Hallock. Knapp.

Income and expenses were discussed.

December 11, 1935

The Trustees met at the Library at 8 P.M. Present Messrs. Hadley, Knapp, Bogren, Hallock, Martin.

A gift of books to the Cochituate Branch from Mrs Ella B Chadwick was reported. Thanks has been

extended.

James R. Martin, Clerk

January 8, 1936

The Trustees met at the Library at 8 P. M. Present Messrs. Hadley, Knapp, Bogren, Martin. No business.

February 12, 1936

The Trustees met at the Library at 8 P. M. Present Messrs. Hadley, Knapp, Bogren, Hallock. No business.

March 11, 1936

The Trustees met at the Library at 8 P. M. Present Messrs Hadley, Bogren, Hallock, Martin.

The motion was made and carried that the same organization as at present be carried forward for another year.

The following is the organization:

Chairman - Amos J. Hadley

Clerk - James R. Martin.
Treasurer of Library Fund
J. Sidney Stone
House Committee - Main Library
John H. Knapp
House Committee - Cochituate Branch
George G. Bogren
Book Committee - Amos J Hadley,
James R. Martin, John H. Knapp.

Permission was granted by vote, at the request of the Selectmen, for the placing of the cabinet of weights and measures, which is state property in the custody of the town, in the basement of the library building. This is for the purpose of saving insurance.

Adjourned

James R. Martin, Clerk.

April 8, 1936

The Trustees met at the Library at 8 P.M. Present Messrs Hadley, Bogren, Hallock, Martin.

Employees continued from last year:

Librarian - Margaret E. Wheeler $1080.00

Asst. Librarian - Mrs. Gertrude Bishop 630.00

Janitor - Main Library

Mr. Metcalf $31.50 per month.

Janitor - Cochituate Branch

Place filled, temporarily, by Herbert Perry, in place of Irven E. Martin whose resignation took effect April 1st.

Salary - $3.60 a week.

The secretary was instructed to write to Mr. Perry, expressing thanks for helping out with the janitor's work, and informing him that the wage is limited to $3.60 a week, since no town employees have had their salaries put back to the original amounts from which they were reduced.

Adjourned

James R. Martin, Clerk.

June 10, 1936

The Trustees met at the Library at 8 P.M. Present Messrs. Hadley, Stone, Knapp, Bogren, Martin.

No business.

James R. Martin, Clerk.

September 9, 1936

The Trustees met at the Library at 8 P.M. Present Messrs Stone, Knapp, Bogren, Martin.

Mr Stone presented the financial condition of the Board and discussed the small reserve which remains for the

remainder of the year due to a large purchase of coal which was made during the summer for the Main Library.

Adjourned.

James R. Martin, Clerk.

December 9, 1936

The Trustees met at the Library at 8 P.M. Present Messrs. Hadley, Stone, Knapp, Bogren, Hallock, Martin.

Mr. Stone led a discussion of the financial status and of the budget for 1936.

James R. Martin, Clerk.

January 13, 1937

The Trustees met at the Library at 8 P.M. Present Messrs. Hadley, Knapp, Bogren, Martin.

No business.

James R. Martin, Clerk.

February 10, 1937

The Trustees met at the Library at 8 P.M. Present Messrs. Hadley, Bogren, Knapp, Martin.

Mr Bogren, House Committee of Cochituate Branch, was authorized to alter the lighting and to secure a desk lamp for the Branch.

James R. Martin, Clerk.

March 10, 1937

The Trustees met at the Library at 8 P.M. Present Messrs Hadley, Stone, Bogren, and Martin. Previous minutes were read and approved.

The motion was made and carried that the same organization be continued as for last year excepting for the janitor of the Cochituate Branch.

The organization is as follows:

Chairman - Amos I. Hadley
Clerk - James R. Martin
Treasurer of Library Fund - J. Sidney Stone
House Committee - Main Library - John H. Knapp
House Committee - Cochituate Branch - George G. Bogren
Book Committee - Amos I Hadley, James R. Martin, John H. Knapp.

Employees continued:

Librarian - Margaret E. Wheeler $1080.00

Asst. librarian - Mrs Gertrude Bishop
6 30.00
Janitor - Main Library *
Mr. Metcalf 31.50 pr mo.
Janitor - Cochituate Branch *
Warren D. Valentine 3.60 wk.

Adjourned
James R. Martin, Clerk.

April 14, 1937

Present Messrs. Hadley, Bogren, Hallock, and Martin. The minutes of the previous meeting were read and approved.

The gift of 13 books by C.C. Rendell was accepted. An official note of thanks had already been sent.

The motion was made and carried that the policy be established of not accepting literature which is published for the purpose of contemporary propaganda.

The motion was made and carried that a committee be appointed to develop a plan for proper distribution of new books by the establishment of a fair waiting list. The committee also to develop a plan for public information concerning new books. The committe to report in the Fall. The Chair appointed Mr. Hallock as a committee of one.

Adjourned

James R. Martin, Clerk.

May 12, 1937

Present Messrs Hadley, Bogren, Hallock, and Martin. The reading of minutes of the previous was omitted by common consent.

A gift of 18 books to the Branch Library from Mr. Lester Thompson was accepted, and the clerk was instructed to send thanks. Adjourned. James R. Martin, Clerk

June 9, 1937

Present Messrs. Hadley, Bogren, and Martin. No business.

Sept. 8, 1937

Present Messrs. Hadley, Bogren, and Martin.

A gift of ten volumes to the Cochituate Branch by W. F. Leland of Natick was reported. The secretary was instructed to send a special note of thanks. No other business.

October 13, 1937

Present Messrs. Hadley, Bogren, Hallock, Martin

The motion was made and carried that Mr Bogren be instructed to consult with Mrs Bishop and to report back concerning a possible reduction of Branch service to five nights a week.

It was moved and carried

that the Librarian be asked to furnish the Trustees with a statement of rules concerning the issuance of books, including new books, from the Main Library.

Adjourned

James R. Martin, Clerk.

November 10, 1937

Present Messrs Hadley, Stone, Bogren, Hallock, and Martin.

The minutes of the previous meeting were read and approved.

The motion was made and carried that a new winter schedule be established for the Branch Library, omitting Tuesday evening, having the Branch open five evenings a week and Wednesday and Saturday afternoons. The Branch Librarian was instructed to give publicity to the new schedule.

Mr. Hallock gave a report of progress concerning the study of rules for the issuance of books

from the Library.

The motion was made and carried that the Book Committee be instructed to buy certain books recommended by the president of the Parent Teachers Association, and to arrange with the librarian for their display.

Adjourned

James P. Martin, Clerk.

Dec. 8, 1937

Present Messrs. Hadley, Stone, Bogren, Hallock, and Martin.

Minutes of the previous meeting were read and approved.

Mr Stone reported the financial situation, stating a probable unexpended balance at the end of the year to turn back to the town treasury. This fortunate condition being due to no requirements for repairs on the Library building during the year.

A letter from Mr. Benedict was read concerning the opening of the Main Library during a noon hour once a week in order better to accomodate school children who must return home promptly on school buses. The matter was referred to Dr Hadley with power to act if a suitable arrangement is possible which seems of sufficient advantage. Adjourned.

James R. Martin, Clerk.

January 12, 1938

Present Messrs. Hadley, Bogren, Hallock and Martin.

Minutes of the previous meeting were read and approved.

Mr Hadley gave a report of progress concerning the opening of the Main Library during the noon hour for the sake of school children. He had consulted with members of the School

committee, but no definite recommendation had been received as yet on which action could be taken.

It was moved and carried that the book, "Recollections of Richard F. Fuller," be accepted and that thanks be sent to Mrs Arthur B. Nichols

Mr. Hallock reported on the problem assigned to him for study, recommending a new set of rules, a revision of antiquated rules which had been adopted many years ago. After slight amendment the rules were adopted, as follows:

Rules for borrowing.

1. Any responsible person, resident of Wayland, is entitled to the privileges of the Library.
2. All books will be charged for a period of two weeks except new fiction which may be loaned for seven days only.

3. Seven-day books may not be renewed.
4. Fourteen-day books may be renewed if the book is not reserved for another borrower.
4. A reasonable number of books may be borrowed at one time.
5. Any person retaining a book over the alloted time shall pay a fine of one cent a day.
6. Books may be reserved and the borrower will be notified when the book is available.

February 9, 1938

Present Messrs Hadley, Stone, Bogren, Hallock and Martin.

Mr Benedict was present during the early part of the meeting to present the matter of the opening of the Main Library during the noon hour for the sake of school children. Discussion followed

the reading of a letter from Mr. Benedict presenting the problem.
The motion was made and carried that the Main Library be opened not exceeding two hours a week for the sake of school children through the remainder of the school year.
The minutes of the previous meeting were read and approved.
Adjourned
James P. Martin, Clerk.

April 13, 1938
Present Messrs. Hadley, Bogren, Hallock, Martin, and Mrs Raymond.
The motion was made and carried that the Library very willingly house the Susanne Z. J. Kenney
Memorial Cup
Wayland Chapter Amer. Red Cross.
The motion was made and carried that Mr Bogren be given power to

secure a rubber floor matting to reach from door to desk for the Branch, and also to have readjusted the arrangement of the top shelves for the sake of better lighting.

Mrs Raymond presented the matter of certain reference books requested by a member of the School Committee for use by school children. Action was deferred.

The organization is as follows:

Chairman - Amos I. Hadley
Clerk - James R. Martin
Treasurer of Library Fund
J. Sidney Stone
House Committee - Main Library
Mrs. Eliz. Raymond
House Committee - Cochituate Branch
George G. Bogren
Book Committee - Amos I. Hadley.
James R. Martin - Arthur C. K. Hallock

Employees continued: $1080.00
Librarian - Margaret E. Wheeler

Asst. Librarian Mrs Gertrude Bishop
$ 630. 00

Janitor - Main Library
Mr. Metcalf 31.50 mo.
" Cachuma Branch
W. D. Valentine 3.60 week

Adjourned
James R. Martin, Clerk

May 11, 1938

Present Messrs. Hadley, Bogren, Hallock, Martin and Mrs Raymond.
No business

June 8, 1938

Present Messrs Bogren and Martin and Mrs Raymond.
No business

November 9, 1938

Present Messrs Hadley, Bogren, Hallock, Martin, and Mrs Raymond.

The matter of the use of the basement room by outside organizations was discussed. The motion was made and carried that the use of the room be granted to the Red Cross one day a month during such time as the building is open for library purposes.

Adjourned.

James R. Martin, Clerk.

December 16, 1938

Present Messrs Hadley, Stone, Bogren, Hallock, Martin, and Mrs Raymond.

No business

James R. Martin, Clerk.

January 11, 1939

Present Messrs Hadley, Stone, Bogren, Martin, and Mrs Raymond.

Mr. Stone, as treasurer, presented the budget for the year 1939. It was discussed without proposal of any changes.

The motion was made and carried that Mr Bogren be authorized to secure a new stove for the Branch, the cost not to exceed the sum of $100.00. The new stove replaces the original one which had lasted for many years and was in bad condition, and a trial oil heater which had proved inadequate.

adjourned

James R. Martin, Clerk.

February 8, 1939

Present Messrs Hadley, Bogren, Hallock, Martin, and Mrs Raymond.

No business

March 1939

Present Messrs Hadley, Bogren.
and Martin. No quorum.

April 14, 1939

Full attendance of the Trustees.

The motion was made and carried that the same organization as for the previous year be continued for the ensueing year.

The organization is given in the minutes under the date of april 13, 1938.

The motion was made and carried that Mr Bogren be instructed to arrange for the stopping of subscription of Harpers Magazine at the Branch and the beginning of subscription for Life.

Mr Bogren presented the matter of worn out Western books; whether to replace them, bind them, or to let them drop out, their place being taken by other newer Westerns.

Dr Hadley reported concerning estimates for repairing hurricane damage to the roof. The matter was left with Dr. Hadley, but since estimates seemed high it was suggested that Chester Hobbs should be consulted before further action is taken.

The motion was made and carried that the Trustees accept with most appreciative thanks from Dr. Hadley a photostatic copy of the First Folio Edition of Chaucer, presented by him to the library.

Adjourned.

James R. Martin, Clerk.

May 10, 1939

Present Messrs Hadley, Stone, Bogren, Martin, and Mrs Raymond.

The minutes of the previous meeting were read and approved.

Mr Stone reported that Mr Hobbs had found proper tiles and had been instructed to go ahead with the roof repairs.

Mr Stone reported as treasurer of the Library Trustees that the Trustees of Trust Funds are proposing to set up a reserve fund of 10% of the income of each year for the purpose of absorbing losses at the time of sale of depreciated bonds. Otherwise the entire loss must be endured in the year of sale of such bonds.

adjourned

James R. Martin, Clerk

June 14, 1939

Present Messrs. Hadley, Stone, Bogren, Hallock, and Martin.

No business.

James R. Martin, clerk.

Sept. 13, 1939

Present Messrs. Hadley, Stone, Bogren, and Martin.

No business

James R. Martin, clerk.

Oct. 11, 1939

Present Messrs. Hadley, Hallock, Martin, and Mrs. Raymond.

The secretary was instructed to acknowledge with thanks gifts of about 30 volumes to the Cochituate Branch from Joseph B. Spezio, Park Lane, Cochituate.

The secretary was instructed to write to Miss Jean Spaulding, 26 Summer St., Leominster, Mass., acknowledging the offer of books from the estate of Miss Fannie Flint, of Leominster,

formerly of Wayland. While the offer was much appreciated the list shows the books to duplicate those already in the library. The offer of gift was declined with thanks, believing that some other library would find them a more valuable acquisition.

Dr Hadley presented the matter of a set of books on vocational guidance, but no action was taken. adjourned,

James R. Martin, Clerk.

Nov. 8, 1939

The meeting of the Trustees of the Wayland Library was called to order by the Chairman, Dr Hadley. Mrs Raymond was elected secretary pro tem in the absence of Mr. Martin.

The trustees present were: Dr Hadley, Mr Bogren, Mr Halleck, Mr Stone and Mrs Raymond.

Mr Stone presented printed sheets of library figures covering the estimated expenses for both the Wayland library and the Cochituate Branch through December 1939.

It was voted that 'The New Yorker' magazine be added to the list of magazines subscribed to by the Wayland library, since Scribners, Horticulture, and 'Our Dumb Animals' have been discontinued. It was decided to have the Old Corner Book Store weekly copies of the books magazine of the New York Times and the N.Y. Herald Tribune to both the Cochituate Branch and the Wayland library.

It was further decided that 'Grapes of Wrath' by John Steinbeck would not be added to either the Wayland library or the Cochituate Branch.

The meeting was adjourned

Elizabeth C. Raymond.

December 13, 1940

Present Messrs Hadley, Bogren, Martin, and Mrs Raymond.

The minutes of the last two previous meetings were read and approved.

The financial conditions at the end of the year were discussed and it was decided that the Book Committee should use the funds still available in the purchase of books.

Adjourned,

James R. Martin, Clerk.

Jan. 10, 1940

No quorum.

Feb. 14, 1940

Meeting was prevented by blizzard.

March 13, 1940

Present Messrs Hadley, Stone, Hallock, and Martin.

The motion was made and seconded that the same organization of the Trustees and of library employees be continued in the coming year as in the previous one, with one exception. The exception is that Mrs Raymond be elected to the office of secretary. The motion was carried.

Adjourned.

James R. Martin, Clerk.

April 10, 1940

Present messrs Hadley, Stone, Bogren, and Martin.

The problem of cleaning and repairs, which are needed at the Branch, was discussed and the following actions were taken: Mr. Martin, as acting clerk, was instructed by vote to write to Mr. Gerald the wishes of the Trustees that he, as landlord, have done such painting and other repairing as should be done. By vote, Mr. Bogren, as House Committee was instructed to have the Branch room cleaned and to secure the repairing that is needed

James R. Martin

May 8, 1940

The trustees met at the library. There were present: messrs Stone, Martin, Hallock and Bogren and Mrs. Raymond. In the absence of Dr. Hadley Mr. Stone was appointed acting chairman.

Mr. Stone read a letter from the Clerk of the Board of Selectmen, Chester H. Hobbs.

" At the meeting of the Board of Selectmen, on Monday evening, April the 29th, it was voted that the Town Accountant be instructed to audit the receipts of all departments, from

whatever source these may come, and to authorize her to request that these departments keep proper cash books for such purposes.

It was further voted that the Town Accountant be authorized to request these various departments, that are not bonded, to turn over to the Town Treasurer, at least once a month, all monies received up to that date, as provided by statute: Ch. 44, Sec. 53 of the General Laws."

It was voted that Miss Wheeler turn over the fine money to the Town Treasurer as requested, and that Mr. Bogren notify Mrs. Bishop.

Mr. Bogren submitted a list of twenty seven books for replacement at the Cochituate Branch. It was voted that these books be bought, and that Dr. Hadley be notified by the clerk. Mr. Bogren reported that the cleaning of the Branch room was complete. Adjourned

Mr. Martin suggested to the new clerk that the organization be brought forward in the records. The organization is as follows:

Chairman - Amos A. Hadley

Clerk - Elizabeth C. Raymond

Treasurer of Library Fund - J. Sidney Stone
House Committee, Main Library - Elizabeth C. Raymond
House Committee, Cochituate Branch - George G. Bogren
Books Committee - Amos A. Hadley, James R. Martin
Arthur C. K. Hallock

Employees continued:
Librarian - Margaret E. Wheeler $1080.00
Asst. Librarian - Mrs. Gertrude Bishop $ 630.00
Janitor, Main Library - Mr. Metcalf $31.50 month
Janitor, Cochituate Branch - W. D. Valentine $3.60 week

Elizabeth C. Raymond, Clerk

June 12, 1940

There were present Dr. Hadley, Messrs. Martin and Hallock, and Mrs. Raymond. The clerk read the minutes of the last meeting. The chairman, Dr. Hadley read a letter from the old Corner Book Store stating that seven books of the twenty-seven to be bought for replacement, at the Cochituate Branch, were out of print. Mr. Martin was instructed to inform Mrs. Bishop.

Dr. Hadley stated that Mr. Robert Morgan had requested the re-valuation figure of the library contents in connection with insurance for town property. It was voted that Dr. Hadley be a

committee of one with the power to set the figure of valuation.

It was voted to accept twenty-four books given by Mrs. William J. Scotland to the Cochituate Branch. The clerk was instructed to send a formal acceptance and letter of thanks to Mrs. Scotland.

The meeting adjourned

Elizabeth C. Raymond, Clerk

September 11, 1940

There was no program

October 9, 1940

There was no program

November 13, 1940

There were present Dr. Hadley, Messrs. Stone, Fiddock, and Bogue, and Mrs. Raymond. The reading of the minutes of the last meeting was waived. It was voted to grant the request of the Wayland Chapter of the American Red Cross, that the boys of the junior Red Cross be permitted to use the downstairs room of the library on Thursday afternoon, for carpentry under the supervision of Mr. George C Clark.

Mr. Stone reported the balance of the

library funds at the end of the fiscal year would be approximately one hundred dollars.

It was voted to purchase two new ash barrels and to repair the area way in such a manner as to prevent the seepage of snow water into the basement.

The secretary was instructed to acknowledge the gift of the book "Uncle Fidler" by its author, Nettie Bisbee Fanning.

After discussion of the best presentation of the lists of new books in the library to the public, Mr. Hallock was chosen to see if the local paper would publish the lists each week and to prepare the copy.

The house committee was instructed to proceed with plans for the cleaning of the library with the cooperation of the librarian Miss Wheler.

The meeting was adjourned

Elizabeth C. Raymond, clerk

Dec. 17, 1940

The trustees of the Wayland Public Library met at the library. There were present Messrs. Stone, Martin, Bogren, Hallock, and Mrs. Raymond. In the absence of the chairman, Dr. Hadley, Mr. Stone presided. Mr. Stone read the librarian's report for the year.

Mr. Bogren said that Mr. George Francis of Mansion Inn Coolidge Corner wished to present a collection of sea shells to the library. The secretary was instructed to write a letter to Mr. Francis declining his offer, because of the lack of housing room for such a collection.

The meeting was adjourned

Elizabeth C. Raymond, Clerk

January 6, 1941

There was no meeting

February 12, 1941

The trustees of the Maryland Public Library met at the Library. There were present Messrs. Stone, Hallock, Martin, Bogren, and Hadley and Mrs. Raymond.

The clerk read the minutes of the December meeting. They were approved and accepted.

The clerk read a letter from Mr. R. S. Barlow to the Public Library,

"L. Maria Childs was an intimate friend of my grandmother and they corresponded very freely. Francis I have told my mother some years ago that you would be glad to have any letters of Mrs. Childs, as my mother gave him a good many. I have now discovered many more. Would you care for these, or have you already got enough."

The clerk was instructed to write Mr. Barlow, accepting his offer.

Mr. Bogren said that Mrs. Bishop reported a need for the magazine "Jack and Jill" at the Cochituate Branch. It was voted to add "Jack and Jill" to the list of magazines purchased for the Branch Library from Mr. Gerald.

It was also voted that the books

committee purchase a book on "Old Sandwich Glass" by Ruth Webb Lee.

Mrs. Raymond was authorized to arrange exhibits of books on special subjects from time to time, with the cooperation of Miss Wheeler. Mrs. Raymond was also appointed a committee of one to report on possible changes in the children's reading room. The report to be given at the March meeting.

The meeting was adjourned.

Elizabeth C. Raymond, Clerk

March 12, 1941

The Trustees of the Wayland Public Library met at the library. There were present: Dr. Hadley, Mr. Stone, Mr. Bogren, Mr. Hallock, and Mrs. Raymond. It was voted that the organization of the previous year be retained, Mr. Stone continuing as treasurer over his protest. It was also voted to retain the employees of the previous year. The organization and employees are as follows:

Chairman - Dr. Amos D. Hadley
Treasurer of Library Fund - Mr. J. Sidney Stone
House Committee, Main Library - Elizabeth C. Raymond

House committee, Cochituate Branch – George C. Bogan
Book Committee – Dr. Conrad Hadley, Mr. Arthur Hallocks, Professor James Martin
Clerk – Elizabeth C. Raymond
Librarian – Margaret E. Wheeler $1080.00 a year
Asst. Librarian – Mrs. Gertrude Bishop $630.00 a year
Janitor, Main Library – M. Metcalf $31.50 a month
Janitor, Cochituate Branch – Mr. W. D. Valentine $3.60 a week

As a member of the book committee Mr. Hallocks requested that the Trustees give him authority to publish a library column, in the local news paper, which would contain a description of non-fiction books as they are purchased for the library. The Trustees voted to give him this authority.

Mrs. Raymond reported an over crowded condition in the children's department and requested that a library expert be asked to examine the library and report to the Trustees what could be done in the matter of replanning the library. Mrs. Raymond was instructed to find such an expert and was granted a sum of money not to exceed ten dollars as a nominal fee. It was suggested that Mr. Redstone of the Boston Public Library be consulted about our problems.

Since the town has appropriated one hundred dollars for the purpose of library cleaning, Mrs. Raymond was asked to report on various methods available.

The meeting was adjourned.

Elizabeth C. Raymond, Clerk

April 8, 1941

No quorum

Elizabeth C. Raymond, Clerk

May 14, 1941

The Trustees of the Wayland Public Library met at the Library. There were present Dr. Hadley, Mr. Stone, Mr. Bogren, Mr. Hallock, Professor Martin, and Mrs. Raymond. The minutes of the March meeting were read and approved.

Mrs. Raymond reported that Miss Jones, library advisor of the State Department of Education had recommended that, because of their worn conditions, certain of the books in the Cochituate branch be discarded. Also, she recommended that some be replaced and some be rebound. The books were already removed

from the shelves by Miss Jones with the help of Mrs. Bishop, the assistant librarian and Mrs. Raymond, and were stored pending the decision of the board.

The matter was thoroughly discussed by the Trustees. The circulation of Branch library and the proportion of funds allocated for its use were kept in mind. The trustees decided to accept the recommendation of Miss Jones.

Mr. Hallock was appointed by the chairman, Dr. Hadley, to be a committee of one to see that the books recommended for replacement were immediately replaced. Mr. Hallock was requested to find out from the Town account and the amount of money available now for additional books at the Branch library so that the space left by the discarded books might be filled as soon as possible.

Miss Jones has not yet made her final report on the main library, but she has sent out a consulting engineer, Mr. Carlson, to

looks at the basement.

Professor Martin reported that the subscriptions to the magazines in the Branch Reading Room had run out. It was decided that Mrs. Bishop give Mr. Gould a list of the necessary renewals.

The meeting was adjourned

Elizabeth C. Raymond, Clerk

June 11, 1941

The Trustees of the Wayland Public Library met at the Library. There were present: Dr. Hadley, Mr. Hallock, Mr. Bogen, Professor Martin, and Mrs. Raymond. The meeting was called to order by the chairman, Dr. Hadley.

The minutes of the meeting of May 14 were read and approved.

The clerk read the report of Miss E. Louise Jones, Library advisor of the Department of Education in the State of Massachusetts. The report had been sent to the chairman. Included in it was the report Mr. Carlson made to Miss Jones.

The trustees decided to discuss the

remedies suggested by him more fully in September. Mean while Mrs. Raymond volunteered to find out the number of children within walking distance of the library. Dr. Hadley volunteered to ask Mr. Campbell to estimate the cost of the reconstruction of the basement suggested by Mr. Carlson.

The clerk was instructed to write a letter of appreciation to Miss Jones, thanking her for her assistance.

Mrs. Raymond reported that the "Sanitary Dust Removing Company, 5291 Washington Street, West Roxbury, Mass. had submitted an estimate for cleaning the book shelves and books. The company suggested that not only should they vacuum the shelves and books but the molding and cut work on the walls. The total sum estimated was $125. It was moved, seconded and voted that The Sanitary Dust Removing Company be employed by the Wayland Public Library for the purpose of cleaning books for that sum.

Mr. Wallace reported that the

Coolidge Branch had received their new books which were the replacements of ones discarded. He was asked to consult with the old corner Book Store about further replacements Mrs. Bishop felt necessary.

The meeting was adjourned.

Elizabeth C. Raymond Clerk.

September 10, 1941

The trustees met at the library. There were present Mr. Stone, Mr. Bowen, Mr. Hallock, Professor Martin, and Mrs. Raymond.

In the absence of the chairman, Dr. Hadley, Professor Martin was chosen as chairman pro tem.

The clerk read the minutes of the last meeting which was in June.

The librarian reported that the U.S.O. had written to the Wayland Public Library, asking that the Library be used as a place of deposit for books collected by that organization, until they could be transported to their destination. It was unanimously voted that the request be

granted

Mrs. Raymond requested the board to vote on the disposal of books removed from the shelves by the librarian and the house committee. These books were removed because of their worn condition or because they were not in use. Mr. Stone made a motion that the books be offered to the V.S.O. It was so voted. Mr. Hallock was appointed to assist the librarian and the house committee in looking over the books.

The meeting was adjourned

Elizabeth C. Raymond, Clerk

October 10, 1941

The trustees of the Wayland Public Library met at the library. There were present Dr. Hadley, Mr. Stone, Professor Martin, Mr. Hallock, and Mr. Bogue. The minutes of the last meeting were read and approved.

Dr. Hadley read the report of the architect, Mr. Parker, who examined the basement room in

the summons and said that he had discussed the recommendation with a local contractor. No action was taken on this matter.

Mr. Hallock was asked to find out if the U S O wanted the discarded books in this town. It was suggested that they be given to the Salvation Army.

It was voted that the Library should subscribe to the "Publishers Weekly."

The meeting was adjourned.

Elizabeth L. Raymond, Clerk

November 12, 1941

The trustees of the Wayland Public Library met at the Library. There were present Dr. Hadley, Professor Martin, Mr. Bogen, Mr. Hallock, and Mrs. Raymond.

The minutes of the last meeting were read and approved.

Mr. Hallock reported that he had found that the U S O was not at present in need

of books. The organization referred to Mrs. Paul Rowen as their local chairman. Miss Grace Wright who is one of Mrs. Rowen's assistants selected a few books as being suitable for their purpose of supplying hospitals.

The Board of Trustees voted that the remainder of the discarded books be given to the Salvation Army for old paper.

It was voted that the Red Cross be permitted to use the room in the basement as they had several years previously.

The meeting was adjourned

Elizabeth C. Raymond, Clerk

December 9, 1941

The trustees of the Ways and Free Public Library met at the Library. There were present Mr. Stone, Mr. Hallock, Mr. Rogers and Mrs. Raymond. In the absence of Dr. Hadley, the chairman, Mr. Hallock was elected Chairman for the meeting.

Mr. Stone made the treasurers report for the year.

Dr. Hadley's resignation as a member

of the Board of Trustees of the Wayland Public Library was read. The Board voted to consider the resignation at a later date.

The meeting was adjourned

Elizabeth C. Raymond, Clerk

January 8, 1912

The trustees of the Wayland Public Library held a special meeting at the Library. There were present, Professor Martin, Mr. Stone, Mr. Hallock, Mr. Bogen, and Mrs. Raymond.

Professor Martin was elected temporary chairman. It was voted that Dr. Hadley's resignation be accepted and that the secretary send Dr. Hadley a letter expressing the Boards' regret for the necessity. Professor Martin was elected permanent chairman to take the place of Doctor Hadley.

The secretary was requested to write a letter to the family of Miss Morgan and White expressing the sympathy of the board and their appreciation of her work.

It was voted to omit the

treasurers report as a seperate item in the town report. It was shown by Mrs. Stone that the Library expend items are noted in the accountants report.

The Secretary was instructed to fix a date with the Board of Selectmen for a meeting jointly with that body to consider the appointment of a new member of the Board of Trustees to fulfill Dr. Hadley's Term of office.

The meeting was adjourned

Elizabeth C. Raymond, Clerk

January 19, 1942

The trustees met with the Board of Selectmen to appoint a trustee to fulfill Dr. Hadley's term of office. The trustees present were Mrs. Stone, Mr. Hallock, Mr. Dugan, and Mrs. Raymond. Mr. John B. Wight Jr. was elected by the joint committee to fill the vacancy.

Elizabeth C. Raymond
Clerk

January 28, 1942

The trustees of the library met at the Library. There were present: Professor Martin, Mr. Stone, Mr. Hallock, Mr. Bogren, Mr. Wight, and Mrs. Raymond.

The minutes of the January 8th meeting and the January 19th meeting were read and approved.

It was voted that Mrs. Wheeler be paid $90 for the month of January.

Mr. Hallock made a motion that Mrs. Wheeler continue as temporary librarian until a permanent librarian is assigned. It was so voted.

Mr. Wight was added to the book buying committee, since the committee lacked a member. It now consists of three members of the Board of Trustees, Professor Martin, Mr. Hallock, and Mr. Wight.

The Board voted to permit the Garden Club to plant a tree on the Library grounds in memory of Miss Margaret Wheeler. The meeting was adjourned.

Elizabeth C. Raymond
Clerk

Feb 11, 1942

The Trustees met at the Library
There were present: Prof Martin,
Mr. Stone, Mr Wight & Mr Halloch
Mr. Halloch read Mrs Raymond's
resignation from the Board of
Trustees, which was laid
on the table until next Meeting
Arthur C. T. Halloch
Clerk, pro. temp.

Following the above meeting,
the book committee remained.
Mr. Halloch was named
Chairman of the book committee.

March 11, 1942

The Trustees met at the Library.
There were present: Professor Martin.
Mr. Stone, Mr. Halloch, Mr. Bogren,
Mr. Wight.

Professor Martin was reelected
Chairman; Mr. Stone was reelected
Treasurer; Mr. Wight was elected Clerk.
Mr. Bogren was chosen as House

Committee for the Cochituate Branch.

The resignation of Mrs. Raymond from the Board of Trustees was accepted.

Mrs. Raymonds application for the position of librarian was read. Also read was a petition with eighty-two signatures that Mrs. Raymond be appointed librarian.

It was voted to continue with the present staff for one year, with Mrs. Wheeler as Temporary Librarian

It was decided to invite candidates for the librarians post to appear at the next meeting.

Adjourned. John Wight. Clerk

April 8, 1942

The Trustees met at the library. There were present: Prof. Martin, Mr. Stone, Mr. Bogren, Mr. Wight. The applicants for the position of librarian, Miss Cooper, Mrs. Ide and Mrs. Snow, were interviewed. At the end of the interview Miss Cooper withdrew her application.

Adjourned John Wight. Clerk

May 6, 1942

A special meeting was held with the Board of Selectmen to fill the vacancy on the Library Board. Mrs. Robert Morgan was unanimously nominated by the joint meeting.

John W. Wight, Clerk

May 13, 1942

~~The minutes of the three previous meetings~~ s. The Trustees met at the Library. There were present: Prof. Martin, Mrs. Morgan, Mr. Stone, Mr. Wallock, Mr. Rogers and Mr. Wight.

The minutes of the three previous meetings were read and accepted with one correction.

Mr. Stone moved that the Treasurer insert the sum of $3.60 per week in a bill presented by Mr. Valentine. After discussion the motion was carried unanimously.

Mrs. Morgan was chosen House Committee.

Mrs. Wheeler's application for the position of Librarian was read.

A ballot was cast for Librarian. Mrs. Wheeler received two votes and Mrs. Raymond received two votes.

It was moved and seconded that the chair appoint a special committee to report on other possibilities for the position of Librarian. This motion was passed unanimously. The chair appointed Mr. Hallock, Mrs. Morgan and Mr. Stone.

Adjourned

John W. Ghs, Clerk

May 27, 1942

The trustees met at the Library; all the members were present.

The Clerk was authorized to allow George Lewis to have the old copies of The Illustrated London News if Mr. Lewis's use of them warranted his having them.

The Committee to investigate possibilities for the Librarian's position reported. Mr. Hallock and Mrs. Morgan both told of several possible candidates. It was

dreided to invite these candidates to a special meeting on June 1st. Adjourned. John Wight, Clerk

June 1, 1942

The trustees met at the Library; all the members were present.

Miss Ruth Buchan and Miss Ruth Pitkin, ~~were~~ possible candidates for the position of Librarian, were interviewed.

It was dreided to hold the next meeting on Sunday, June 7th, at 4.00 P. M.

Adjourned John Wight, Clerk

June 7, 1942

The Trustees met at the Library; all the members were present.

After discussion Miss Ruth Buchan was unanimously elected Librarian on the second ballot. It was voted that the Chairman should complete the arrangements with Miss Buchan.

It was also voted to dispense with

the regular June meeting since it was unlikely that there would be any business. It was decided that the next meeting would be held on the second Wednesday of September.

Adjourned

John Wight, Clerk

September 9, 1942.

The trustees met at the Library. Present were Mrs. Morgan Messrs. Martin, Hallock, and Bogren. Mr. Bogren was elected clerk pro-tem. The resignation of John Wight was received and tabled until next meeting.

Library hours were discussed

Voted: Library to be open
Mon. Wed. and Saturdays 1-9 P.M.
Tues. and Friday (not open but Librarian working). Adjustments for holidays.

It was voted to send a letter of appreciation to Mrs. W Weber. It was also voted that the House Committee confer with Civil Defense regarding cost of Heating Report Center.

Voted: That the chair appoint a budget committee. Mr. J.S. Stone Mr. Hallock

and Mrs. Morgan.

Librarian was authorized to conduct a registration for borrowers

Voted: That the chair appoint a committee to investigate and report back on the formation of an organization to be known as "Friends of the Library." The chair appointed Mrs. Morgan and Mr. Hallock.

The meeting was adjourned.

George Bogren, Sec. pro tem

October 14, 1942

The trustees met at the Library. Present were Mr. Stone, Prof. Martin, Mr. Hallock and Mrs. Morgan. The minutes of the last meeting were read and approved.

Mrs. Morgan was elected secretary.

A letter of resignation from Mr. Bogren was read by Professor Martin. It was voted to accept the resignations of both John Vigil and George Bogren. The secretary was instructed to notify them.

Mr. Stone went over the figures and found everything satisfactory to date.

A discussion of Library Funds followed.

three of the funds were found to be available for maintenance purposes. Mrs. Morgan stressed the need for maintenance and repairs. She pointed out the need for a new vacuum cleaner. It was voted Mrs. Morgan should buy a new vacuum cleaner the money to be taken from the Francis Shaw Fund.

Miss Buchan met with trustes to discuss several matters. The question of more advantageous book buying was discussed. Mr. Hallock reported that we had discontinued the affiliation with the Old Corner Bookstore. In order to make much greater savings in Book Buying through other equally good channels. Miss Buchan presented a suggested list of books for approval of the Book Committee.

Mrs. Morgan and Miss Buchan took the trustes over the Library to discuss contemplated changes both upstairs and in the Children's Room.

Voted: That the Library remain open Tuesday the 10th of November in place of Wednesday the 11th a Holiday.

Voted: To remove brass railings in front of book stacks.

Meeting was adjourned,

Thora H. Morgan, Sec.

November 11, 1942

The bills were signed and discussed No meeting for business.

Thora H. Morgan, Sec.

1943

Jan. - No. meeting.

Feb. 10th - Bills signed - no meeting.

March 10th 1943

The Trustees met at the Library on March 10th at 8 P. M. Present were Mr. Martin, Mr. Stone, Mrs. Morgan, Mr. Colleton and Mr. Dudley.

The officers for the ensuing year were appointed - Mr. Martin as Chairman, Mrs. Morgan, Sec. and Mr. Stone, Treas. The book committee Mr. Hallock, Mr. Colleton and Mr. Martin. The House Committee for Wayland Mrs. Morgan and for Cochituate Mr. Dudley.

It was voted to restore both janitors and Mrs. Bishop's salaries giving them back the 10 % which was cut in 1929.

It was voted that the Friends of the Library Committee include Mr. Colleton and Mr. Dudley.

It was moved and seconded that the

discarded light fixtures be given to the scrap drive.

The meeting was adjourned.

Thelma H. Morgan, Sec.

April 14th, 1949

The Trustees met at the Library on April 14th at 8 P. M. The full board was present. Miss Buchan the Librarian attended the first part of the meeting.

The matter of the difficulty of getting information back and forth to Cochituate was discussed. A motion was made and seconded to try and put a telephone in the Cochituate Branch. It was also agreed that Miss Buchan take the taxi to Cochituate once a month and that Mrs. Bishop visit the Wayland Branch once a month.

It was voted that the Librarian be given a two week vacation with pay.

The meeting was adjourned.

Thelma H. Morgan, Sec.

May 11th 1943.

The Trustees met at the Library on Tuesday evening May 11th.

The first business was the consideration of a new encyclopedia. It was decided not to do anything at this time. Miss Buchan agreed to contact the school to see if they were interested in the show case upstairs and the collection it contains.

Mr. Martin announced the gift of 32 books on gardening to the Columbia Branch. The Secretary was instructed to thank Miss Edith Clapp, the donor.

The House Committee was asked to take under consideration the placing of a box for books to be returned to the Library outside of Library hours — such a box to be placed in the entry way between the two doors.

It was voted that hereafter the Trustees meet on the Tuesday before the 3rd Monday of every month.

Mr Hallock discussed briefly the matter of a celebration of the founding of the Library to take place in 1948. The meeting was

adjourned.

Respectfully submitted,
Thelma Morgan, Sec.

June, 1943

Bills signed - no meeting.

September, 1943

The Trustees met at the Library on Tuesday evening September 14th. Present were Mr. Stone Mr. Dudley, Mr. Martin, Mr. Colliton and Mrs. Morgan.

Mr. Stone brought up the question as to the Book Committee's policy on book buying. Several ideas were brought forth 1) as to whether the trustees as a whole should act as a book committee or 2) whether a book committee should function separate from the Trustees but report to them. Because of Mr. Hallock's absence from the meeting it was decided to postpone any definite action until the next meeting.

Mrs. Morgan gave a report for the

Friends of the Library Committee. Miss Buchan raised the question as to whether the Trustees would approve a High School Library Section in the Library. The books purchased by the school would be absorbed into our collection. The trustees approved making such a corner.

The meeting was adjourned.

Respectfully submitted

Thelma Morgan, Sec.

October 1944

There was a meeting of the Trustees of the Library on Wed. October 11th at 7:45 P.M. The Librarian and a full board were present. The Secretary's report was read and approved.

Mr. Stow went over the figures and pointed out that with no extra expenses our budget would carry us to the end of the year.

The question of the necessity of keeping the Collegiate Branch was discussed.

It was moved and seconded that the

braber steps be taken to insure the cleaning of the Cochituate Library, the money to be taken from the Ford money if not enough is available in the regular appropriation.

A general discussion of the Book Buying Policy followed. It was decided that the Book Committee meet first and report back to the Trustees.

It was decided to have the following meeting on Wednesday Nov. 15th.

The meeting was adjourned

Respectfully submitted

Theone H. Morgan, Sec.

November 15th 1943.

There was a meeting of the Trustees of the Library on November 15th at 8 P. M.

It was voted to accept a gift of bound Harper's magazines including the Civil War volumes provided the Trustees the privelege to dispose of any the Library does not wish to keep.

It was also voted to accept the gift of an especially fine old gun accompanied by the

picture of Matthew Maynard, the man who originally owned the gun.

Suggestions were made for improving the windows at the Loch. Branch. Mrs. Buchan and Mrs. Morgan were to meet with Mrs. Bishop to discuss the matter.

The meeting was adjourned

Respectfully submitted,

Thora H. Morgan, Sec.

Dec. 1943.

There was a meeting of the Trustees on Wednesday, Dec. 15th at 8 P. M. messrs. Hallock Collitor, Dudley and Martin and Mrs. Morgan were present.

The bills were signed and the budget discussed although Mr. Stone was absent he had sent in figures which were satisfactory for the year end. The House Committee was reminded to replace the glass in door of Bulletin Board.

The Trustes voted to close the Library at 5 P. M. on Dec. 24th and Dec. 31st

The meeting was adjourned. Thora Morgan Sec.

1944.

February

There was a meeting of the Trustees on Wednesday evening February 16th. A full board was present.

The bills for the month were signed. It was voted to send one copy of Old Time Wayland to the American Antiquarian Society as they had requested.

It was also voted not to allow out of town borrowers to take books.

The meeting was adjourned

Respectfully submitted

Theone Morgan, Sec.

March.

There was a meeting of the trustees on Wednesday, March 15th at 8 P.M. A full board was present with the exception of Mr. Hallock. The March meeting is always the organizational meeting so the trustees proceeded to elect the officers for the coming year as follows.

Professor Martin - Chairman
Mrs. Robert Morgan - Secretary
Mr. J. Sidney Stone - Treasurer
The House Committee for Wayland
Mrs. Morgan
Mr. Dudley - Cochituate

For the book committee it was voted that the Trustees as a whole act as Book Committee with an active sub-committee composed of Mr. Colliton, chairman.

It was decided that bids should be brought before the Trustees for the re-finishing of the Library Floors.

The meeting was adjourned,
Respectfully submitted,
Theone Morgan, Sec.

April

There was a meeting of the Trustees of the Library on Wednesday evening April 12th at 8 P.M. A full board was present. Mrs. Morgan read the bids on work to be done on the floors. It was

decided to go ahead on the lowest bid.

Mr. Callister suggested we look into the extra oil burner at the town hall to see if it could be used in the Library to tide us over for the duration of the war since our present furnace is in such bad shape.

Miss Buchan showed us a picture of James Draper which a Mrs. Chase who is writing the life of Francis Wayland which was sent us by Mr. Koelher of the Rhode Island Historical Society.

The Secretary was instructed to send a vote of thanks to each of these men.

A discussion as to whether or not the Library should purchase the book "Strange Fruit" followed. It was decided to await the public decision of Judge Stone before purchase.

The meeting was adjourned,

Sincerely,

Mary Morgan, Sec.

May.

The Trustees had their regular meeting in May and the only business was the signing of the bills.

June.

There was a meeting of the Board of Trustees on Wednesday June 15th at 8 P.M. Mr. Stone, Mr. Dudley, Mr. Martin and Mrs. Morgan were present.

It was voted to accept the resignation of Mr. Arthur Hallock.

It was also voted to pay Mrs. Wheeler $20 a week for a 30 hour week to fill in until a new Librarian is hired.

A list of suggestions for a new Librarian and to the Board of Trustees was left by Miss Buchan. They were read and left on file.

It was voted that the Secretary write a letter of appreciation to Miss Buchan the letter to be filed as a record.

To fill in until the new Librarian

takes her position, Mr. Colliton will buy what books are necessary.

The meeting was adjourned.

Respectfully submitted

Theone H. Morgan, Sec.

September

A meeting of the Board of Trustees was held in the Library on Wednesday, Sept. 13th at 8 P.M. Present were Messrs. Stone Martin, Dudley, and Colliton and Mrs. Morgan.

The matter of a book loan to the High School was discussed. It was decided to make such a loan provided that the school committee sends us a letter to the effect that the school will be financially responsible for the loaned books.

The Secretary was instructed to write a letter of thanks to Mrs. Wellington for her gift of books. Also the Board voted

unanimously to send Mrs. Walker a vote of thanks and appreciation for her services during the summer months. The meeting was adjourned.

Respectfully submitted,
Frances H. Morgan, Sec.

October.

There was a meeting of the Trustees on Wednesday, October 11th at 8 P.M. in the Library. Present were Mrs. Hunting, Mrs. Dudley, Mrs. Stone & Mrs. Collister, and Mrs. Morgan.

After paying the bills Miss Fields, the new Librarian, made the following suggestions.

1. That the Trustees consider putting in a rental collection for Best Sellers. It would have the advantage of keeping too many books of that type out of our permanent collection and the books would pay for themselves.

The question of an Typewriter was discussed and it was decided to make an

asked for use to be used for the duration of the war. Since there was no other business, the meeting was adjourned.

Respectfully submitted,
Eleanor H. Morgan, Sec.

November

The Trustees of the Library met on Wednesday Nov. 8th at 8 P.M. at the Library A full board was present. Mrs. Stone read a letter asking that two trustees of the Library be appointed to act on a committee for the municipal building in Cody. Mrs. Stone moved that Mr. Martin and Mr. Dudley be designated as appointees to serve on the building committee under Article 7 of the last town meeting. It was so voted

It was decided to buy a book or two and put them on a rental basis as a trial to see how the town responded.

The committee was reminded of the

need for a new furnace and the possibility that a special ~~ar~~ article should be put in the warrant to raise money for such a purpose.

The meeting was adjourned

Respectfully submitted

Theone H. Morgan, Sec.

December

There was a meeting of the Trustees of the Library on Wednesday, Dec. 13th. The full board was present

The rental library was discussed. It was voted to establish a revolving fund consisting of $20. to be used for the purchase of books to be let out under a rental system as voted at the last meeting and used for the purchase of duplicate books the proceeds to go into the revolving fund. The books when paid for automatically become the property of the library. The fund was privately subscribed.

It was voted to put the list of new books bought through the year in

the annual report

The meeting was adjourned

Respectfully submitted,

Minnie H. Morgan

1945.

February

A meeting of the Trustees of the Wayland Library was held on Wednesday February 14th at 8 P. M. All members were present.

Mrs. Martin reported on the proposed new library quarters for the Cochituate branch. She showed a tentative plan of minimum floor space.

The question of the rental collection was discussed.

It was voted that the rental service be suspended until the next meeting.

Business being over, the meeting was adjourned.

Respectfully submitted
Theone H. Morgan Sec.

March

The Trustees met at the Library on Wednesday March 14th at 8 P.M. Mrs. Martin was the only trustee absent. Our new trustee Mrs. Charles Morgan was welcomed to the meeting.

The secretary's report was read and accepted.

The first business of the meeting was organizational and the following officers were elected.

Mr. Martin - Chairman
Mrs. Robt Morgan - Secretary
Mr. Stone - treasurer
House Committee Wayland Mrs. Robert and Mrs. Charles Morgan
House Committee - Cook. - Mrs. Dudley
Book Committee -- Board of Trustees as a whole with Mr. Colliton chairman of sub committee on books.

The rental collection was discussed and after finding no opposition from the majority of the townspeople it was

voted to put a few books back in the collection.

The whole question of book buying possibilities was raised by Mrs. Stone. She suggested a posible reading list made up of various types of books. An interesting discussion followed as to the best method of introducing new books to the readers.

Respectfully submitted,
T.H. Morgan, Sec.

April

The Trustees of the Library met on Tuesday April 10th at 8 P.M. Present were Mr. Stone, Mrs. Robert Morgan and Mrs. Charles Morgan. Prof. Martin and Mr. Dudley.

First. It was voted to accept the resignation of Miss Hibb the Librarian.

The trustees then voted to accept the services of Miss Frances Abbott to be the new Librarian. Mrs. Fred

W Keeler was appointed acting Librarian until Miss Abbot could take over the duties.

The rest of the meeting was given over to a discussion of the proposed new heating system to be installed in the Library. Mr. Kimball, the engineer for the work was present and spoke to the Trustees on methods of procedure. The secretary was authorized to sign an application for an oil burner and boiler to be obtained from the War Production Board. Mr. Kimball was asked to draw up specifications based on a study of the floor plans of the library for both the insulation and furnace preparatory to receiving bids along the lines he recommended.

After clarifying many points in regard to various technical matters such as type of burner needed etc. the meeting was adjourned.

Respectfully submitted,
Theone H. Morgan, Sec.

May

A meeting of the Library Trustees was held May 16th at 8 P.M. Mrs. Stone, Martin, Callister and Mrs. Charles Morgan were present.

The monthly bills were approved and methods of the selection of the new books was discussed. It was decided that the Librarian should buy the books under the supervision of the Trustees. The matter of continuing the rental collection of books was discussed and in view of the small demand for these books and some opposition to the plan, it was voted that the rental privilege be suspended.

The new Librarian, Miss Abbott, joined the board members and an informal discussion of library policies was held until the meeting adjourned.

Respectfully submitted,
Sec. Pro. Tem. Helen Morgan

June

The Trustees met at the Library to sign bills no formal meeting was held.

July

The Trustees met at the Library on Wednesday July 11th at 8 P.M. It was a full board with the exception of Mrs. Dudley.

After signing the bills, attention was turned to the opening of bids on the heating system.

Mr. Kenneth Kimball, the engineer, was present as were some of the bidders.

The bids on the insulation were considered first and it was voted:

To take the lowest bidder viz: the New England Insulation Co. if their bid stands, otherwise the bid would go to the next lowest bidder, Johns Manville.

The next bids to be considered were

those on the heating system. These bids did not include the additional figure for an oil burner plus storage.

Therefor, Mr. Kimball was authorized on our behalf to ask Kenneally Co. to give a figure on oil burner and storage.

It was then moved to accept the bid by Kenneally subject to additional information and confirmation by telephone.

The meeting was adjourned
Respectfully submitted
Theone H. Morgan, Sec.

September.

A meeting of the Trustees of the Wayland Library was held on Wednesday Sept. 12th at 8 P. M. A full board was present.

The minutes of the last meeting were read and accepted. The bills were signed.

Mr. Kimball, our heating engineer, proceeded to discuss the bids on oil burners and

furnace. After some discussion the Trustees moved to accept the low bid which would be awarded to the O. J. Kavanaugh Co. The bid was $1150

The meeting was adjourned

Respectfully submitted,

Sheone H. Morgan. Sec.